

PART III – REQUIRED PROGRAM INFORMATION
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Each proposal should include a narrative and/or statistical response based on the following sections and should not exceed eight (8) single-sided pages (excluding the standard contract and budget pages, required forms, letters, and attachments) and must be in at least 10-point Arial font.

A. Overview

1. Summarize the district's **primary reason(s)** for proposing to begin or expand full-day kindergarten.
2. Describe the **involvement of kindergarten teachers**, other school staff, school-based or community-based preschool programs, families, or others, in the development of this proposal.

B. Determination of Eligibility Amount

1. Complete the following chart to determine the **eligibility amount**.

a. Number of Classrooms	b. Eligibility Amount Per Classroom	c. Eligibility Amount <i>(a x b = c)</i>
Number of part-time sessions transitioning to full-day* _____	x up to \$15,000	\$ _____

**Number of part-time kindergarten sessions = the number of full-day kindergarten classrooms projected to operate in September 2009.*

C. Current Kindergarten Information: Use existing data either from a recent needs assessment or other relevant sources.

1. a. Number of public **part-time** kindergarten sessions in the district in 2008-2009 _____
- b. Current **enrollment** in part-time kindergarten for 2008-2009 _____
2. a. Number of public **full-day** kindergarten classrooms in the district in 2008-2009 _____
- b. Number of public **full-day** kindergarten classrooms funded by an existing 701 Quality grant _____
- c. Current **enrollment** in full-day kindergarten for 2008-2009 _____
3. Range of part-time and full-day kindergarten **classroom sizes** in district: _____ to _____
(Do not include special education classrooms with regulated class sizes.) Lowest Highest
4. **Adult-to-child ratios*** in part-time and full-day kindergarten: 1: _____ to 1: _____
(Do not include special education classrooms with regulated ratios.) Lowest Highest

The **lowest ratio represents the fewest children per one teacher and/or instructional aide in a classroom (e.g., 1:8 is one adult for every 8 children); the **highest** is the number of most children per one adult in a classroom. Instructional aides in the classroom for a majority of the time and who work with small groups of children **should** be counted. Volunteers, specialists (e.g., PE, Music), and personnel providing special education services one-on-one and for discrete periods of time **should not** be counted.*

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- 5. a. Number of **part-time sessions** with aides/paraprofessionals in the classroom* _____
- b. Number of part-time sessions with no aides/paraprofessionals in the classroom _____
- c. Number of **FDK classrooms** with full-time aides/paraprofessionals in the classroom _____
- d. Number of FDK classrooms with part-time aides/paraprofessionals in the classroom _____
- e. Number of FDK classrooms with no aides/paraprofessionals _____

Volunteers or specialists (e.g., PE, Music) and personnel providing special education services one-on-one and for discrete periods of time **should not be counted as aides/paraprofessionals.*

- 6. a. How many part-time or full-day kindergarten classrooms are **accredited** by NAEYC:
 - (1) Number of part-time (sessions/classrooms) _____
 - (2) Number of full-day _____
- b. How many classrooms are enrolled in an earlier phase of the process (e.g., self-study):
 - (1) Number of part-time (sessions/classrooms) _____
 - (2) Number of full-day _____

7. Estimate the percentage of children who enter kindergarten not having attended a **public or private preschool** or other early education and care program. _____

- 8. a. How many kindergarten children have **Individualized Education Programs (IEPs)**? _____
- b. Of that number, how many are served in **inclusive kindergarten** programs? _____

9. *Circle* the estimated level of priority for the transition to full-day kindergarten for:

<i>Parents/Families</i>	High	Moderate	Low	Opposed
<i>School Committee</i>	High	Moderate	Low	Opposed
<i>Teachers</i>	High	Moderate	Low	Opposed

10. Which of the following do you perceive will be the top two **obstacles** to implementing full-day kindergarten? (*Designate which is #1 and which is #2.*)

- _____ Space/facilities
- _____ Fiscal resources
- _____ Paraprofessional qualifications
- _____ Curriculum and assessment
- _____ Other: _____
- _____ Not a priority for school committee
- _____ Reluctance within district (staff, administration)
- _____ Lack of support from public and/or parents
- _____ Not a priority for municipality

D. Implementation Plan (*Districts awarded grants may be asked to submit more detailed and specific plans in the mid-year report.*)

- 1. a. Discuss known **school readiness issues** in the community, such as but not limited to child development, needs of families or readiness of schools for all learners, providing data and research (identify sources).
- b. Discuss how the **School Readiness and Early Childhood/Early Elementary Curriculum Committee(s)** will be established with the required representatives during the course of the grant. (See Appendix A, Section B for a list of members.)
- c. Discuss how the Committee(s) will be involved in further defining, gathering, and analyzing information on school readiness.

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2. a. Describe the use of **integrated curriculum** across the content areas, **formative assessment instruments**, and **instruction practices** in current full- and/or part-time kindergarten classrooms.
- b. Describe how the *Kindergarten Learning Experiences* (see <http://www.doe.mass.edu/ess/ta/>) will be used to support the kindergarten curriculum. Propose a plan for how a full-day curriculum and schedule will be developed.
- c. If full-day programs already exist in the district, attach a sample weekly kindergarten schedule.
3. Propose a **professional development** plan for teachers, paraprofessionals/aides (from public and private preschool to third grade, when appropriate), and administrators to prepare for full-day kindergarten. Describe potential topics and the format or model of professional development (e.g., three-day seminar, follow-up classroom observations), including how participants will become familiarized with NAEYC accreditation criteria and the *Kindergarten Learning Experiences*.
4. a. Provide information on the current model(s) for the **inclusion of children with disabilities**, staffing, and integration of therapies in kindergarten (full- and/or part-time).
- b. Propose some ideas for improving inclusion in the full-day programs in FY2010.
5. a. Provide information on the education of **English language learners** in kindergarten (if applicable).
- b. Propose some ideas for enhancing or improving supports for English language learners (if applicable) in FY2010.
6. Describe current and/or proposed practices and plans for the **transition** of children from:
 - a. home-, public-, and community-based preschools into kindergarten; and
 - b. kindergarten into first grade.

E. Linkages

1. Describe existing and proposed **collaboration** among public kindergarten program staff (e.g., teachers, principals) with: the school committee; Community Partnerships for Children Council and/or other early childhood council(s); private preschool and kindergarten providers; after-school/extended-day programs; and other relevant organizations. Address joint projects or other plans concerning transitions of children, family support, parent involvement, and other comprehensive services.

F. Cost and Facilities for Full-Day Kindergarten

1. a. Discuss any **space accommodations, capital projects, or renovations** needed or proposed to open full-day classrooms in FY2009.
- b. Describe how the grant funds will help support those projects. (**Note:** *If the cost is over \$5,000, an additional capital application must be completed upon award of this grant.*)
2. a. Discuss **potential funding sources** for the full-day program in addition to grant funds (federal, local, state, other sources).
- b. State whether charging tuition for the full-day program(s) is to be considered and the projected annual tuition amount. For the Department's Tuition Policy and Sliding Fee Scale, see <http://www.doe.mass.edu/ess/ta/>.

Name of Grant Program: Transition to Full-Day Kindergarten

Fund Code: 702

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G. Budget Narrative: Provide a detailed budget narrative. Include the purpose of expenditure within each line-item, including but not limited to:

Administrators/Instructional Staff/Support Staff/Stipends: For each position, describe the services to be provided, the duration, and the unit rate (per hour or per day); include the purpose of the stipends and the estimated number and dollar amount per stipend.

Consultants/Contractual Services: Describe the: type of consultants to be sought (e.g., professional development, technical assistance); the estimated amount of time, unit rate, type/content of services; and other contracts that might be funded. Include any NAEYC fees here.

Materials/Supplies: Describe the types of resources/supplies to be purchased.

Travel and Other: Include the purposes of these items and how they support the grant activities.

Facilities/Equipment: Describe costs associated with proposed building/improvements to accommodate full-day kindergarten and/or that will make classrooms appropriate for young children, noting line items and sub-items on the budget.

H. Letters of Assurances

1. Include with the proposal a letter of assurance from the **Superintendent** stating that, if awarded the grant:
 - a. no public preschool program operated currently in a public school building will lose its space or be closed in order to implement the proposed full-day kindergarten program;
 - b. parents will be notified as soon as possible that full-day kindergarten will be opened and parents will be provided with all eligibility criteria, including any tuition policies (local tuition policies must align with the Department's policy.); and
 - c. a representative from the district will attend at least one kindergarten networking meeting or the statewide conference in FY2009.
2. Include with the proposal a letter of assurance from the **School Committee Chair** demonstrating support for the proposal and commitment to opening full-day kindergarten in September 2009.

I. Contact for Program Questions:

Contact for Program Questions			
Name:			
Title/Role:			
Mailing Address:			Zipcode:
Phone: ()	Fax: ()	Email:	
Alternative Contact			
Name:			
Title/Role:			
Mailing Address:			Zipcode:
Phone: ()	Fax: ()	Email:	