

Ellicottville Central School



2024-25 Request for Proposal (RFP) For Additional Universal Prekindergarten

Deadline for submission:

July 15, 2024 by 3:00 pm

Return proposal to:

Ellicottville Central School
ATTN: Kathryn Mendell
5873 Rt. 219
Ellicottville, NY
14731

GENERAL INFORMATION

I. INTRODUCTION

The Ellicottville Central School District is requesting proposals from qualified agencies to provide Pre-Kindergarten Services for eligible four (4) year old children from the Ellicottville Central School District for the upcoming school year. These services shall be provided pursuant to Sections 207 and 3602-e of the Education Law and Chapter 436 of the Laws of 1997, as well as Part 151 of the Regulations of the Commissioner of Education. These regulations may be found at: <http://www.nysed.gov/early-learning/laws-and-regulations>. The program will run five days a week and follow ECS Calendar. Providers will offer a program that runs parallel to the ECS district instructional calendar. The maximum allotment of total funding across all community-based organizations will be 10% of the entire amount of state funding. The District reserves all rights to assign any number of UPK slots to any and all community based organizations, even if the number assigned is less than an agency is able to accommodate in total. Preference will be given to agencies that can provide a separate UPK classroom setting. To be considered, proposals must be received by Ellicottville Central School District on or before the identified deadline identified in Section 2. The District reserves the right to reject any or all proposals submitted. During the selection process, the Ellicottville Central School District reserves the right, where it may serve their best interest, to request additional information or clarifications from those submitting a proposal, or to allow corrections, errors, or omissions in this request. At the discretion of the Ellicottville Central School District, agencies submitting proposals may be requested to make oral presentations as part of the evaluation process.

II. TIMELINE

The following is a list of key dates up to and including the date Pre-Kindergarten services are to commence:

Request for Proposals (RFP) issued July 1, 2024

Due date for proposals July 15, 2024

Agency selection and notification No Later Than August 1, 2024

Date services expected to commence September 3, 2024

III. PROPOSAL REQUIREMENTS

The detailed proposal should demonstrate the following:

1. A thorough description of the services to be provided by the eligible agency as identified in the Program Design and Program Components Sections of this RFP below.
2. A description of the eligible agency staff qualifications, staffing patterns, child-staff ratios that meet NYSED minimum requirements, description of facilities that meet NYSED requirements, and the administrative structure of the entity.
3. The total number of students the agency is able to provide services to, including the per student cost to provide such services.
4. A detailed narrative or sample curriculum which describes how the eligible agency proposes to meet the goals and objectives of the Universal Pre-kindergarten Program.

Program Design

Universal Pre-Kindergarten Programs shall be designed to effectively serve eligible children through collaborative efforts between the Ellicottville Central School District and an eligible agency or agencies. Programs shall be learner-centered, educationally-based and designed to:

A. Meet the social, cognitive, linguistic, emotional, cultural and physical needs of all eligible children as per NYSED UPK regulations.

B. Promote English literacy through collaborative efforts between the school and parents and using multiple approaches, which include creating an English literacy environment and providing opportunities for reading and writing.

C. Develop receptive and expressive communication skills.

D. Maximize integration of preschool children with disabilities.

E. Provide transition to and continuity with the early elementary grades.

F. Coordinate support services for children and families in order to ensure that each child has the opportunity to successfully meet the goals of the Universal Pre-Kindergarten Program.

G. Provide experiences that are designed to influence a positive concept of self, recognizing the cultural, linguistic and varied backgrounds, needs, interests, and developmental levels of each child.

H. Provide classrooms with instructional materials and equipment that allow for a balance of active and quiet play and individual and group activities.

Program Components

Program Components must include the following:

A. Learning Centers incorporated within the classroom designed to support play-based learning and include areas for:

1. Creative and Performing Arts
2. Blocks and Construction
3. Library, Media and Technology
4. Mathematics and Math Manipulatives
5. Science and Nature
6. Writing
7. Role playing
8. Indoor and Outdoor activities

B. Parental involvement activities.

C. Support services provided to children and their families necessary to support the child in his/her transition into the Universal Pre-Kindergarten Program.

D. Meals and snacks.

E. Instruction in District approved curriculum aligned with NYS standards.

F. An assessment process must be established to determine the developmental baseline and progress of children participating in the program.

IV. CRITERIA FOR SELECTION

Based upon the proposals submitted, the Ellicottville Central School District shall determine which eligible agency or agencies will be selected to collaborate on the implementation of the District's Universal Pre-Kindergarten implementation plan. In making such determination, the District shall consider the following criteria:

1. The eligible agency's capacity to effectively, efficiently and immediately provide needed service.

2. The eligible agency's proposal to meet the goals and objectives of the Ellicottville Central School District's Pre-Kindergarten Program Plan.

3. The ease of utilization and accessibility of the program to parents.

4. The capacities to provide ongoing staff development.

5. The staffing patterns and qualifications.
6. The documentation that all applicable health and safety codes and licensure or registration requirements are met.
7. The anticipated fiscal share and other resources that contribute to the Universal Pre-kindergarten Program.
8. The current program design and consistency with providing developmentally appropriate programs.
9. The fiscal solvency of the agency.
10. Cost per student and the number of students able to be served within the given financial parameters.
11. The stability of staff in relation to average duration of employment, rate of turnover and ability to fill vacancies in a timely manner.
12. The articulated mission/philosophy statements of the agency.
13. The record management and documentation procedures followed by the agency.
14. The administrative structure of the agency.
15. The capacity and experience in serving children with disabilities.
16. The capacity and experience in serving children and their parents when they are Limited English Proficient.

V. FACILITY REQUIREMENTS All buildings, premises, equipment and furnishings used for the Universal Pre-Kindergarten Program shall be safe and suitable for the comfort and care of the children, be fully accessible in accordance with the Americans with Disabilities Act and shall be provided and maintained in a state of good repair and sanitation. Buildings and classrooms operated by eligible agencies shall meet the State Uniform Fire Prevention and Building Code and applicable regulations of the Department of Social Services.

VI. OTHER

All teachers servicing eligible four-year-olds shall be required to have a New York State teaching license or certificate valid for service in the early childhood grades by the beginning of the school year.