

***Orchard Park  
Central  
School District***



***Mission Statement:***

*We will give our students the vision to reach for the stars, the skills and fortitude to climb the ladder, and the wisdom to appreciate the beauty of the journey.*

Universal  
Pre-Kindergarten  
Program  
2021-2022

Request For  
Proposals  
**Application Materials**

Due: February 19, 2021

**Orchard Park Central School District  
Universal Pre-Kindergarten Program  
Community-Based Organization Application  
Due: February 19, 2021**

**Directions:** Please complete Section 1 (Organizational Information) and submit it as the cover page to the application. Following this cover page, please provide detailed written responses for Sections 2-5 (Organizational Background, UPK Services, Program Staffing, and Proposed Budget).

Completed Applications may be mailed or delivered to:  
Paul Pietrantone, UPK Coordinator  
Orchard Park Central School District  
Ellicott Elementary School  
5180 Ellicott Road  
Orchard Park, NY 14127

**SECTION 1: ORGANIZATIONAL INFORMATION**

Organization's Name:

Address:

Telephone:

E-mail Address:

Contact Person & Title:

Type of Organization:  Public Institution  Private Non-Profit  Private Profit  
*Please attach proof of organizational status (e.g. 501 (c) (3) IRS letter)*

Statement of the Organization's Mission:

**PROPOSAL SUMMARY**

Number of classrooms allocated for UPK students for the 2021-2022 school year: \_\_\_\_\_

Number of UPK students proposed to be serviced for the 2021-2022 school year: \_\_\_\_\_

Number of morning (AM) students: \_\_\_\_\_ Number of afternoon (PM) students: \_\_\_\_\_

Note: the sum of the number of AM and PM students should be equal to the total number of UPK students proposed to be serviced for the 2021-2022 school year.

Chief Executive Officer:

Signature of Chief Executive Officer:

Date of Application Submission:

## **SECTION 2: ORGANIZATIONAL BACKGROUND**

1. Describe your organization's history of providing quality early childhood programs. Please include information regarding services provided to children with disabilities and children with limited English proficiency.
2. Indicate your organization's capacity to provide Universal Pre-Kindergarten services.

## **SECTION 3: UPK SERVICES**

1. Detail how your organization will meet the following goals and objectives of the Orchard Park Central School District's UPK program plan:
  - Children will strengthen their cognitive skills.
  - Children will increase their early literacy skills.
  - Children will strengthen their fine and gross motor skills.
  - Children will enhance their interpersonal/social skills.
  - Children will enhance intrapersonal skills, improving independence and self-reliance.
  - Children will develop their character, developing tolerance, acceptance and respect.
2. Describe your assessment procedures to ensure that learning objectives were met. Please include the following:
  - The collection of baseline data (i.e. entrance evaluations/screening).
  - On-going monitoring of students' progress toward reaching the learning objectives (i.e. benchmark assessments).
  - Year-end summative assessments.
  - How such assessments are used to inform instruction.
  - How such assessment results are shared with staff, parents, and the Orchard Park Central School District.

### **SECTION 3: UPK SERVICES (continued)**

3. Describe the early childhood services your organization would provide through the UPK program and how they will meet the following required components of Part 151 of the Regulations of the Commissioner of Education including:
  - a. Providing support services to children and families such as social and health related services.
  - b. Meeting the needs of English language learners.
  - c. Encouraging parental involvement in their child's education.
  - d. Ensuring parents have ease of utilization and access to services.
  - e. Supporting transitions/continuity with the district's K-3 program – curriculum and NYS Learning Standards.
  - f. Integrating preschool children with disabilities.
  - g. On-going staff development opportunities in which UPK staff will be engaged.
4. Explain the daily class schedule and how it allows for a balance of intentionally-planned active and quiet play; indoor and outdoor gross motor activities; and individual and small group activities. Approximately one-third of the daily schedule should be designated for children to engage in self-initiated activities.
5. Explain how the proposed program will meet all applicable health and safety codes and licensure requirements (including the NYS Uniform Fire Prevention and Building Code).
6. Describe the collaborative relationship your organization proposes to have with the Orchard Park Central School District.

### **SECTION 4: PROGRAM STAFFING**

1. Describe how UPK services will be staffed. Include information regarding staff qualifications, staff patterns, and child-staff ratio. You must have a teacher with a NYS Teaching Certificate in early childhood education (N-6 or N-3) for the program.

**SECTION 4: PROGRAM STAFFING (continued)**

- 2. a. Explain the administrative structure of the organization.
- b. Describe the supervisory structure for the proposed UPK services, including the qualifications of the supervisor.

**SECTION 5: PROPOSED BUDGET**

- 1. Provide a description of the UPK program expenditures. In this description, please include an overview of the supplies, materials, and equipment that will be provided in each UPK classroom.
- 2. Please include a budget summary (see sample below) outlining the following, and the allocation of UPK funds designated for each budget line.

**Please note:** parents cannot be charged a fee for participation in the UPK program. In addition, all instructional supplies and materials must be provided by the UPK provider and budgeted.

**SAMPLE BUDGET SUMMARY**

Item Description	UPK Funds
Professional Salaries	
Support Staff Salaries	
Purchased Services	
Supplies & Materials	
Travel Expenses	
Employee Benefits	
Indirect Costs	
Equipment (i.e. furniture, technology, etc)	
<b>TOTAL</b>	

Please forward completed applications to:  
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Orchard Park Central School District  
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**DEADLINE:** February 19, 2021