

Guidance Document for WV Pre-k County Plan for Services to Eligible Preschool Children (SY 05/06)

<p>Examples in this Guidance</p>	<p>This document serves only as a guide to completing the WV Pre-k County Plan for Services to Eligible Preschool Children. The examples used in this guidance are illustrative only. They are not intended to prescribe approaches or limit collaborative flexibility and creativity. Furthermore, this document is in no way meant to replace thorough review of §18-5-44, Procedural Rule 126CSR28 (WVBE Policy 2525) or the West Virginia Department of Health and Human Resources Licensing Rules 78CSR1.</p>
<p>Cover Page, page i</p>	<p>Note: “Designated Contact Person Regarding Application” should be the county planning team leader. Any follow up information or changes for the team will be sent to this individual with the expectation that dissemination to the team will follow.</p>
<p>Page ii</p>	<p>The January 21, 2005 due date for the county plan document is firm. Plans received after this date will not be accepted or approved for SY 05/06 funding.</p> <p>The approved plan is a legal document. Any changes made to the plan such as: Number of WV Pre-k Classrooms, Funding, Contracts, Days of Service, must be submitted in writing to the WV Departments of Health and Human Resources and Education a minimum of 30 days prior to implementing proposed changes. The written request must describe the proposed change in the county plan, the justification(s) for the change and include the signatures of all core partners.</p> <p><u>Mail request for plan change(s) to:</u> West Virginia Department of Health and Human Resources Bureau for Children and Families Early Care and Education Division 350 Capitol Street, Room B-18 Charleston, WV 25301</p>

<p>Page ii, cont.</p>	<p>The 05/06 plan must be an extension/update of the county plan submitted in February 2004 (SY 04/05 Plan) and demonstrate how the county plans to meet the requirements of WVBE Policy 2525.</p>
<p>Page 1 Part I. Section A: Core Partners</p>	<p>WVBE Policy 2525 requires every licensed child care center in your county be invited to participate on the planning team each year. This does not mean the licensed child care program has to participate; however, it means the center has to be given the opportunity to participate. In addition, it is encouraged that private preschool programs who could meet licensing standards such as faith-based programs should be extended an invitation. Counties are encouraged to use any existing early childhood teams such as Tadpole and Family Resource Networks.</p> <p>Documentation of invitation to child care centers and a list of programs invited must be submitted with the plan and responses kept on file at the office of the County Superintendent of Schools.</p> <p>Letters of agreement from core partners documenting participation in the development of the plan and whether there is agreement must accompany the plan in turn for the plan to be considered for approval.</p> <p>The parent representative must have a child in a preschool program. If a parent wishes to remain on the team after his/her child exits the program, they may do so as a community representative.</p>
<p>Page 3 Part I. Section C: Updated Collaborative Plan Development</p>	<p>Describe in <u>narrative form</u> the process utilized to develop the plan being submitted.</p>

<p>Page 4 Part I. Section D: Progress from Previous Years Plan</p>	<p>Describe in <u>narrative form</u> progress made regarding the SY 04/05 Plan Goals.</p>
<p>Page 5 - 9 Part II. Needs Assessment & Conclusions</p>	<p>The information requested in Sections A-E should be an update of the SY 04/05 Plan. The information will be utilized to assist in the county planning process and to provide statistical information for the legislature.</p>
<p>Page 5 Part II. Section A: Estimated Number of Four Year olds</p>	<p>The critical information on this page is the Total Projected Number of the County.</p> <p>If a significant change in the number of four year olds is projected, indicate the reason(s) on your plan, for example, a new business is moving to the county or a plant is closing.</p>
<p>Page 6 Part II. Section B: Assessment of Current Early Childhood Programs</p>	<p>This chart is for changes/updates (additions/deletions) from the SY 04/05 Plan.</p> <p>It is important to indicate where collaborative programs exist in the “Types of Services” column.</p> <p>Avoid duplicating the count of a child when completing this section.</p> <p>Child Care Licensed (third column on assessment): Indicate whether or not the program is currently licensed by the WV DHHR. A copy of the licensing regulations and contact information can be downloaded at www.wvdhhr.org/bcf/ece/earlycare/regs.asp</p>

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Part II. Section B:
Assessment of Current
early Childhood Programs
cont.

No. 3 year olds enrolled/No. 4 year olds enrolled (sixth and seventh column on assessment): This number must be an unduplicated count. If a child is attending more than one program it must be expressed by tenths of a FTE (Full Time Equivalent); for example, if a child is attending two days at Head Start use .4 and three days at a child care center use .6. These columns should be calculated using the number of children who are three or four before the first day of September of that school year.

Example program:

Program Name	Type of Services*	Child Care Licensed Y or N	No. Hrs/Day Days/Wk.	Transp. Provided Y or N	No. 3 years olds	No. 4 year olds	Capacity to serve 4 year olds based on square footage	Approved Curriculum Utilized
Sunshine Child Care Center	CC/PSP/SN	Y	12hrs/day 5days/wk	N	20	20	24	Creating Child Centered Classrooms
Oaks Elementary School	PSP/HS/SN	N	7hrs/day 4days/wk	Y	3	15	18	Creative Curriculum
Belcher County Head Start	HS/SN	Y	7hrs/day 4days/wk	Y	8	12	20	High/Scope

<p>Page 7 Part II. Section C: Assessment of Teacher Certification/Qualifications</p>	<p>For all programs in the county indicate qualifications of the teaching staff for the Pre-k program. For Public School, indicate the qualifications of the teaching staff currently teaching in a Pre-k or Preschool Special Needs Classroom. Indicate the highest credential relevant to WV Pre-k (one credential per individual). Refer to WVBE Policy 2525 section 8 for certifications/endorsements that meet the requirements.</p>
<p>Page 8 & 9 Part II. Section E: Analysis and Conclusions</p>	<p>Utilize the answers to the six questions as a basis for analyzing the needs assessment information.</p>
<p>Pages 10-20 Part III. WV Pre-k Implementation Plan</p>	<p>Using the format included on the county plan, prepare an action plan for each of the following benchmarks for the indicated sections of §126-28.</p>
<p>Page 21 Part IV: Funding and Resources</p>	<p>Indicate the funding information <u>only as it relates to services for WV Pre-k eligible children who are actively enrolled in a WV Pre-k program in 2004/05.</u> WV Pre-k classrooms include all Public School Preschool, Preschool Special Needs, and any community program contracting with the county board of education. Funds Allocated for Services to Eligible Children: this means funds currently being allocated to children who are 3 years old and have and IEP and children who are four years of age before the first day of September.</p>
<p>Pages 22 Part V: County WV Pre-k Classroom Profile</p>	<p>Submit one classroom profile for each WV Pre-k classroom (public school preschool, preschool special needs and any contractual community classroom) operating SY 04/05 and any planned for SY 05/06. Name of Classroom/Location: Indicate if the classroom is an SY 04/05 Classroom, SY 05/06 Classroom, or SY 05/06 will be the same as SY 04/05.</p>

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Part VI: Statement of Assurances

Before signing, review the following sections of Title 126 Procedural Rule Board of Education, Series 28, West Virginia's Universal Access to Early Education System (WVBE Policy 2525):

- 126-28-1. General**
- 126-28-2. Guidelines**
- 126-28-3. Definitions**
- 126-28-4. Parent/Guardian Involvement and Family Support**
- 126-28-5. Attendance**
- 126-28-6. Collaboration and The County Plan**
- 126-28-7. Waivers**
- 126-28-8. Personnel Standards**
- 126-28-9. Regulation of Facilities**
- 126-28-10. Standards for Preparing Students**
- 126-28-11. Curriculum and Assessment**
- 126-28-12. Transition and Continuity**
- 126-28-13. Inclusive Environments**
- 126-28-14. Staff Development and Training**
- 126-28-15. Transportation**
- 126-28-16 Program Oversight**
- 126-28-17. Financing**
- 126-28-18. Health and Safety**

<p>Page 23 Part VI: Statement of Assurances cont.</p>	<p>Once signed by the County Superintendent of Schools, send the original and three copies with all required supporting documentation to:</p> <p style="text-align: center;">West Virginia Department of Health and Human Resources Bureau for Children and Families Early Care and Education Division 350 Capitol street, Room B-18 Charleston, WV 25301</p>
<p>Technical Assistance and Additional Resources</p>	<p>Counties may request technical assistance for a county team. Contact Ann Nutt, Director of Early Care and Education Quality Initiatives at (304) 558-0863 or annnutt@wvdhhr.org</p> <p>The WV Pre-k County Plan for Services to Eligible Preschool Children and Guidance Document may be downloaded from the internet at http://www.wvdhhr.org/oss/pieces/ta/</p>