

PRE-K PROGRAM ASSURANCES:

As an authorized representative of the applicant listed, I certify that the following statements are true:

- I acknowledge that pursuant to R.S. 17:407.26 and R.S. 17:407.23, the Department of Education (the Department) is authorized to regulate the Cecil J. Picard LA 4 Early Childhood Program (LA 4), the Nonpublic Schools Early Childhood Development Program (NSECD), and the PreK Expansion Grant.
- I agree to:
 - Participate fully in the Early Childhood Care and Education Community Network as provided in Chapter 3 of Bulletin 140,
 - Participate fully in the Early Childhood Care and Education Accountability System as provided in Chapter 5 of Bulletin 140, and
 - Participate fully in the Community Network’s Coordinated Enrollment Process as provided in Chapter 7 of Bulletin 140.

Attendance and Reimbursement

- I understand that funds are available to serve children who meet age and income eligibility requirements (185% or less of the Federal Poverty Level),
- I assure that individual children are not counted or claimed for reimbursement for full day care by more than one program (example: the same child cannot be counted as both NSECD and LA 4 and/or full-time CCAP),
- I acknowledge that in order to be counted as present, a child must be present a minimum of four (4) hours of the six-hour instructional period and that children must also attend school for at least 74% of the month,
- I will maintain documentation of student eligibility (e.g., pay stubs, letter from employer, or recent proof of eligibility for means-tested services such as SNAP/Food Stamps),
- I will not deny access, participation or funding to children on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); gender (Title IX of the Educational Amendments of 1972 and Title II of the Vocational Education Amendments of 1976); or disability (Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990) in education programs,
- I understand that all funds received may only be used for funding the allowable activities, materials, staffing, family engagement, and any other expenditures related to providing pre-K services during the 6-hour instructional day as allowed by funding source,
- I understand that Pre-K funds cannot be used to fund before and after school programs, summer programs, or to supplant other program funding,
- I understand that the allocation may be amended if the number of awarded slots in this application is not filled or if the number of slots is exceeded, provided funds are available.

Curriculum and Assessment

I agree to:

- Select and provide access to a high-quality Tier I pre-K curriculum which is aligned to the Louisiana Birth to Five Early Learning and Development Standards and promotes kindergarten readiness, or an alternative curriculum that has been approved by the Department,

- Provide the Tier 1 curriculum and materials to teachers and principals with adequate time to prepare for the upcoming school year,
- Eliminate from classrooms any materials that are not aligned to Louisiana’s Birth to Five Early Learning and Development Standards,
- Ensure principals and/or directors can articulate 1) the name, tier, and approach of the chosen curriculum; 2) the next steps they will take to ensure a quality implementation,
- Ensure that all publicly-funded children receive completed assessments in October, February, and May using GOLD® or another state-approved assessment tool that is developmentally appropriate, valid, reliable, and culturally sensitive. Publicly-funded sites shall obtain approval from the Department prior to using child assessment tools different from the assessment tool provided by the Department.

Program Performance

I agree to provide high-quality, developmentally appropriate programs to at-risk, four-year-old children eligible to enter public school kindergarten in the following year pursuant to R.S. 17:151.3, which will include:

- An instructional setting that includes learning centers outfitted with appropriate materials and equipment that support whole, small and self-selected groupings,
- Effective learning experiences that build on what children already know and can do that help them reach challenging and achievable goals,
- Differentiated instruction to meet the academic, social/emotional, linguistic, and other developmental needs of children,
- Lead teachers who meet all certification criteria as required by program type,
- Qualified teacher assistants,
- All staff must have appropriate criminal background checks and comply with all hiring procedures required by the program prior to the first day of work,
- All classrooms must be adequately staffed in the event of staff absence,
- An orientation provided for all administrators and staff before commencing the program,
- A student-to-lead teacher ratio of no more than twenty-to-one and a student-to-adult staff member ratio of no more than ten-to-one, pursuant to R.S. 17: 407.26,
- A schedule that contains a balance of teacher-directed and child-initiated activities with a minimum of 63,720 instructional minutes during the calendar year,
- A minimum of eighteen hours of on-going professional development relevant to early childhood is provided to both the lead teacher and teacher assistant, and based on data (child and program assessments), the instructional needs of children, and is tailored to support staff improvement,
- Following health and safety regulations as defined by the Board of Elementary and Secondary Education (BESE),
- Vision and hearing screening for each child within 90 calendar days of entrance into the program,
- Ensuring that all students entering school for the first time have received all immunizations against vaccine-preventable diseases according to a schedule approved by the Department of Health and Hospitals (DHH), Office of Public Health (OPH), and

- Appropriate nutritious meals and snacks for every child.

Family Engagement

I agree to provide:

- Parent conferences (at least two per year),
- Opportunities for families to volunteer or participate in program activities,
- Written information about the program including policies related to abuse/neglect, non-discrimination, complaint/grievance procedures, behavior management, etc. provided to families upon admission,
- An orientation process that may include a tour, opportunities to meet administrators and staff, and review written material such as curricula and special events, which should occur no later than 20 working days after the program commences,
- Linkages to services such as G.E.D., adult literacy training, and referrals for medical, housing/utilities assistance, etc.,
- Family engagement activities that involve parents/caregivers in their child's education.
- Additionally I agree that when it is requested that children are to be dressed in uniforms, they are not denied enrollment because of a family's inability to purchase such, and
- Families are not be required to financially support extracurricular activities or fundraisers unless they choose to do so at their cost.

Quality Assurance

As an authorized representative of the applicant listed, I certify that the following statements are true:

- I agree to adhere to policies and regulations to ensure that the health and safety requirements of all children are met, including those with disabilities and specifically identified health needs,
- I assure that any LA 4, NSECD, or PreK Expansion Grant Program located in a child care center will only be placed in those centers that have a valid and current Type 3 license, and meets all other program-specific criteria,
- I assure that any child who is identified as eligible or who is suspected to be eligible for special education and/or related services under the Individuals with Disabilities Act (IDEA) through Louisiana Bulletin 1706 and Louisiana's IEP Handbook for Students with Disabilities, will not be denied access or removed from the program without following the appropriate referral and Individualized Education Program (IEP) or Services Plan process. (See Louisiana's IEP Handbook for Students with Disabilities and Bulletin 1706, Subpart A, Regulations for Students with Disabilities Act,) and
- I agree to address any areas of noncompliance or deficiencies related to this program within required timelines.

Data Management

As an authorized representative of the applicant listed, I certify that the following statements are true:

- I agree to submit any additional information and/or documentation requested by the funding program prior to final approval by BESE,

- I agree to report data documenting the effectiveness of the program and the progress toward attaining program goals, and I understand that program must also submit a report detailing exactly how the allocated funds are spent,
- I agree to submit all required information records/reports, programmatic and fiscal, as required by the Department and BESE,
- I agree to maintain documentation of program implementation and effectiveness and submit any reports, data, or other pertinent information as requested by the Department and BESE and R.S. 17:3913 and 3996(B)(34),
- I permit the Department, the Legislative Auditor, and all other required personnel to have access to the records and financial statements as necessary according to regulations issued by the Office of Management and Subpart F of the Uniform Grant Guidance (2 CFR, Subpart F),
- I assure that funds for the program will be expended according to all regulations as required by each funding source, and
- I agree to maintain all records, and other documents for at least (3) federal fiscal years after the final payment or as described in 2 CFR 200.333, whichever is longest.

I, the undersigned, am authorized to sign and submit this application on behalf of the public, charter, nonpublic school and/or child care center. I assure and certify that the agency site(s) will comply with the assurances, regulations, policies, guidelines, and/or requirements, as they relate to the application, acceptance, and use of funds for the program(s) for which this application is made.

This agreement, including the assurances contained herein, is binding on the institution, its successors, transferees, and assignees as long as it receives financial assistance to fund the program(s) for which this application is made. This agreement, including the assurances contained herein, is given in consideration of and for the purpose of obtaining any and all financial assistance to operate the program(s) for which this application is made.

The information in this agreement is true and correct to the best of my knowledge, including the name and mailing address. I understand that this information is hereby given in connection with the receipt of funds for the program(s) for which this application is made. I understand that State Agency personnel may, for cause, verify information; and that deliberate misrepresentation may subject me to prosecution under applicable Federal and State criminal statutes.

Principal/Director Signature

Name of School/Center

Principal/Director Printed Name

Title

Email Address

Telephone Number

Date