

For full day Pre-k to exist in the Early Childhood building, the classrooms would need to be licensed through OCFS. With that in mind, which agency will regulate class size, curriculum requirements, and teacher requirements? Is OCFS licensing just for the facility?

***The district would need to comply with both the Pre-K regulations and the OCFS licensing regulations. Whenever a program is subject to two sets of regulations and those regulations are in conflict, the more stringent requirement takes precedence. For example, SED Pre-K staff qualifications are higher than OCFS staff qualifications so the SED regulations must be followed. However, the OCFS staff-child ratios are higher than SED's so the OCFS requirements must be followed.***

If licensed what are the food service options for the UPK classrooms?

***If these are school district operated classrooms (the district is providing the program directly, not subcontracting with another agency to operate the classrooms), the district would need to furnish meals directly or as a purchased service from another vendor.***

Can part of the UPK collaboration requirement include utilizing the Head Start employee for Pre-k meal services or is the collaboration for educational purposes only? Is meal time considered an educational part of UPK? (Teachers/staff stay with the children sitting with them and demonstrating manners, sharing, family style etiquette)

***The UPK collaboration requirement is for the provision of the full instructional program (2.5 hr. or 5 hr., as applicable) to UPK enrolled students. However, while it does not meet the narrow definition of collaboration for the UPK grant, having Head Start provide and/or assist with meals would be an allowable grant expenditure. Meal times that are provided as you describe may be counted as part of the instructional day. See attached memo.***

Is the UPK grant approved, processed, and funds released through SED if licensed under OCFS?

***Yes. The UPK grant would continue to operate just as it does currently.***

How many hours per day are required for children to attend in a full day program?

***A full-day program is five hours of instruction, not including rest time and non-instructional meals.***

In the UPK curriculum provided by the State, is art, music, and gym part of the UPK classroom components? Since UPK is NOT a mandated program are certified teachers in the above mentioned areas mandated?

***Creative arts, music and gross motor activities are mandated components of a UPK program. Some districts opt to include UPK classes in their rotation of "specials." This facilitates***

***providing the contractually required breaks, prep periods and lunch times for teachers and paraprofessionals. School districts always are required to use certified teachers if they are providing these classes, regardless of grade level.***

Will we still receive the same amount of funding if we operate under OCFS?

***YES. The district would not be operating "under OCFS." The district would be still subject to SED's Pre-K regulations, as well as the day care licensing regulations because they would be operating off site; that is in a building where not compulsory education is being providing and therefore, no eligible for the exemption from licensing.***

Will an administrator be required at the Pre-K Building if we operate a full day program at that building?

***The district is required to provide oversight for the Pre-K program. We would expect that there would be someone to provide support to the classroom teachers/staff on site. This might be a principal or it could be a program director/coordinator, which might be a teacher on special assignment or have some other title as determined by the district to be appropriate.***

Will we be eligible for the CEP free breakfast/lunch program if we operate under the OCFS program? \*\*My Cafeteria Manager is also looking into this.

***Since the children are enrolled in the school district as Pre-K students they should be eligible for free meals under the CEP program. However, since I am not in the nutrition office it is good that your district check with the nutrition office. Be sure to be clear that this is a district operated program that would be required to be licensed by OCFS because you would be operating off site; that is "off campus" in a district owned building where no compulsory education is being provided.***

Is there specific requirements on the minimum square footage of the classroom for Pre-K students?

***The UPK regulations currently call for a minimum of 30 sf per child. However, if you are running a full-day program and required to be licensed by OCFS the requirement is 35 sf per child. We are considering amending our regulations to require 35 sf per child as well.***

Can the district run a full day program in the elementary school and then contract out a half day program in the Early Childhood Development Center? (The Center is owned by the school district)

***Yes***