Early Learning

Missouri Department of
Elementary and Secondary Education (DESE)

MISSOURI PRESCHOOL PROGRAM (MPP)

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2016-2017 Administrative Manual

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ALIGNMENT WITH THE PRIORITIES OF THE MISSOURI DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

The Commissioner of Education has established four primary goals for Missouri's system of education, and recipients of funds through this grant shall ensure that funded activities shall be in support of these goals, or in those circumstances when one or more of the goals may not be applicable to the funded project or program, the recipient assures that no action or activity will conflict with the goal(s).

The four goals are:

(1) All Missouri students will graduate college and career ready.

(2) All Missouri children will enter kindergarten prepared to be successful in school.

(3) Missouri will prepare, develop, and support effective educators.

(4) The Missouri Department of Elementary and Secondary Education will improve developmental efficiency and operational effectiveness.

Final determination of applicability of these goals to the funded project or program, and the degree in which activity is aligned with one or more goals shall rest with the Commissioner of Education.

1. INTRODUCTION AND GENERAL INFORMATION

The Department of Elementary and Secondary Education (DESE) is authorized by the Early Childhood Development Education and Care Fund to administer a program of competitive grants to governmental entities, public schools, or private agencies for voluntary, early childhood development, education, and care programs serving children in every region of the state not yet enrolled in kindergarten. This rule sets forth the general provisions governing those programs.

1.1 The Early Childhood Development Education and Care Fund, pursuant to section 161.215, was created to give parents meaningful choices and assistance in choosing the child care and education arrangements that are appropriate for their family. "The fund shall be used to support programs that prepare children prior to the age in which they are eligible to enroll in kindergarten, pursuant to section 160.053, RSMo, to enter school ready to learn. All moneys deposited in the early childhood development, education, and care fund shall be annually appropriated for voluntary, early childhood development, education and care programs……" The Department of Elementary and Secondary Education has designated their portion of the fund to promote high quality early care and education programs for children one or two years from kindergarten eligibility. MPP funds will be provided to programs through a competitive Invitation for Grant (IFG) process.

1.2 This is an Invitation for Grant (IFG) for projects that will result in high quality early care and education programs for age eligible children. Age eligible children are defined for the purposes of the IFG as children who are one or two years from kindergarten eligibility. To be eligible for kindergarten a child must be five years old before August 1 of the program year.

The IFG must be identified as an **EXPANSION OF PRESCHOOL SERVICES:** The intent of these funds is to serve additional age eligible children either as a new program or as an expansion of an existing program. If preschool services are in existence, MPP funds may be used only for expenditures incurred because of the expansion, NOT for existing preschool program expenditures. Funds awarded to public schools may be used to license existing preschool classrooms as needed.

1.3 Although an attempt has been made to provide accurate and up-to-date information, DESE does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this IFG.

1.4 This document constitutes a request for competitive grants for the **Missouri Preschool Program (MPP).** Programs that are awarded and successfully complete the initial award can be eligible for additional funds through a maximum of 4 renewal awards.

1.5 Pre-Award Conference:

A. All potential grantees are highly encouraged to attend the pre-award conference in order to ask questions and provide comments on the IFG since information relating to this IFG will be discussed in detail. Attendance is not required to submit an IFG.

   A **pre-award conference** regarding this **IFG for interested parties** will be held on January 15, 2016 from 10:00 a.m. to 1:00 p.m. in Jefferson City at the James C. Kirkpatrick State Information Center, 600 West Main Street, in the Interpretive Center room. Please see **Attachment A** for driving directions. Pre-registration is not required.

   The agenda of the conference will follow the Administrative Manual and IFG. Items to bring to the pre-award conference:

   - Missouri Preschool Program Administrative Manual
   - IFG

   Copies <u>will not</u> be available on site.

B. Grantees are strongly encouraged to advise the Department of Elementary & Secondary Education (DESE) within five (5) working days of the scheduled pre-award conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.

2. SPECIFIC REQUIREMENTS

2.1 Grant Requirements:

2.1.1 Religious entities are not eligible to apply to the DESE for funds based on the *Missouri Constitution* article IX, section 8.

Licensing

2.1.2 All grantees applying must obtain the appropriate child care license as a Child Care Center, granted from the Missouri Department of Health and Senior Services (DHSS), Section for Child Care Regulation and continue to maintain it throughout the entire grant period and all renewal periods. All funding will be on hold status until the license is submitted.

- All grantees should be licensed by June 15, 2016 with children in attendance by July 1, 2016. All grantees must be in operation with children by August 1, 2016 as a Child Care Center.

  Governmental entities or public schools may begin services the first official day specified on the school calendar.

2.1.3 The grantee cannot decrease a program's current license capacity for any age group in order to increase the license capacity of age-eligible children for the purpose of receiving MPP funds.

2.1.4 All programs must increase their capacity, after the award is made, by a minimum of ten (10) age eligible children per classroom**.** All age eligible children must be attending full day, five days a week**. MPP classrooms must not exceed 20 children in a classroom.** Grantees **with an existing license** must be in good standing with DHSS and should be operating at full licensed capacity.

Program Structure

2.1.5 The preschool program must provide **6.5 hours of educational** activities appropriate to the developmental level of the child each day for five days a week, 12 months a year attending full day. The hours designated as preschool must occur between the hours of 7:30 a.m. and 5:00 p.m. In addition to the hours of educational activities, **a minimum of 30 minutes a day should be scheduled for the lead teacher and the assistant teacher for the purpose of planning, parent teacher conferences, etc.**

Governmental entities or public school districts only can provide preschool services for no less than the school year.

Public school districts who implement a four day school week for their K-12 grade levels can also implement a four day schedule for the MPP program. The length of day should mirror the K-12 day.

Public school districts awarded prior to FY16 may continue to provide a half day option, a minimum of three (3) hours.

2.1.6 The MPP classroom must serve a minimum of ten (10) age-eligible children per classroom and have no more than twenty (20) age-eligible children in a classroom. **Only age-eligible children should be served in the MPP classroom.** All children participating in any MPP program must have a MOSIS number. It is a randomly generated state identification number for every student receiving services in the public schools.

2.1.7 The program must implement a sliding fee scale to ensure all families, regardless of income, have an opportunity to participate.

2.1.8 The grantee must ensure an annual health and nutrition screening and a developmental screening is provided for each MPP child.

2.1.9 The grantee must collaborate with the local school district(s) to offer Parents as Teachers (PAT) services with MPP families. These services must include, at a minimum, family personal visits, group connections, developmental screenings and access to the resource network.

2.1.10 The program must offer no less than two (2) parent-teacher conferences annually.

2.1.11 The program must obtain Missouri Accreditation (MoA) or the National Association for the Education of Young Children (NAEYC) Accreditation.

Classroom Teachers

2.1.12 Lead teachers and assistant teachers must meet the teacher qualifications. Classrooms with ten (10) children must have a lead teacher. An assistant teacher is required if more than ten (10) children are enrolled in the MPP classroom.

2.1.13 The program must adopt one (1) of the DESE approved curriculum models. Lead teachers and assistant teachers in the MPP classrooms must complete training (see section 2.2.6) and implement the curriculum in the classroom. Training should be completed no later than June 30, 2016 but must be completed by August 1, 2016.

- Lead teachers and assistant teachers must participate in continuous professional development associated with the selected curriculum model.

2.1.14 Lead teachers and assistant teachers in the MPP classroom must be trained in the Desired Results Developmental Profile (DRDP) sponsored by DESE. Teachers and assistant teachers will implement the DRDP to look at each child's growth and development to guide learning activities in the classroom.

2.1.15 Lead teachers and assistant teachers will participate in the MPP Learning Communities including on-site consultation and a minimum of two regional professional development opportunities.

2.1.16 Staff evaluations must be completed and documented annually.

Administration

2.1.17 An authorized representative or designated administrative representative from a newly awarded program must participate in the Post Award Conference. (Details regarding the Post Award Conference will be provided at a later date.)

2.1.18 All public schools must implement PAT services as required in the Early Childhood Development Act Administrative Manual.

2.1.19 All directors/administrators should attend the curriculum training and the DRDP training.

2.1.20 All programs must have the ability to communicate through e-mail with DESE.

2.1.21 The grantee must maintain records and fiscal information (see sections 2.4 – 2.6).

2.1.22 The grantee must indicate a desire for expanding and improving preschool education through a **collaborative** system, which requires a community advisory committee and a community needs assessment. (see section 2.2 Program Development Requirements)

2.1.23 The plan must reflect the results of the **community needs assessment** rather than an "opportunistic" approach to securing materials, equipment, etc. (see section 2.2 Program Development Requirements)

2.1.24 The MPP funds cannot be used to supplant or replace any existing preschool program or staff.

Eligibility for Future Funding

2.1.25 Private agency grantees who failed to meet the requirements of a previously awarded MPP will not be eligible for application for five (5) years after the year in which they defaulted.

2.1.26 Current programs applying for new MPP awards must have successfully completed all requirements of the initial award and continue to maintain the site at capacity. Public Schools grantees will be eligible after completion of the initial award and private agency grantees will be eligible after completion of the third year.

2.2 Program Development Requirements:

2.2.1 The grantee must agree and understand that the DESE must have complete and total approval authority of the grantee's program planning or any part thereof and must have the expressed right to modify, change, or delete all or any part of the plan at any time.

2.2.2 The grantee may be required to develop and submit a new or revised plan at other times throughout the initial grant period as well as for each renewal period, if the grant is renewed for additional periods. The grantee must prepare and submit all such future program plans within a time frame stipulated by the DESE.

2.2.3 **Community involvement**. A community advisory committee must assist in planning the preschool program for age-eligible children and in completing the Needs Assessment.

2.2.4 **Community-based planning**. Strong community commitment, leadership, and planning are critical to the success of the programs and services offered under the MPP.

A. Step I - Administration. The grantee appoints an administrator who has both leadership ability and a strong commitment to early childhood education, especially preschool education. This administrator must -

- be knowledgeable and respectful of preschool opportunities within the community;
- set goals and coordinate implementation timetables;
- analyze the results of the programs;
- exercise sufficient authority within a collaborative framework to accomplish the desired results;
- be knowledgeable about business practices necessary to successfully sustain the program; and
- report regularly to the Community Advisory Committee and should be prepared to manage a program organizational structure consisting of several different types of operation.

B. Step II - Community Advisory Committee. The Community Advisory Committee, whose membership of citizens representing a variety of community organizations, is established. Primary responsibilities of the Community Advisory Committee are to -

- Assist in gathering information needed to complete the Community Needs Assessment;
- Make recommendations on the goals and objectives of the MPP;
- Assist on options for coordinating programs and services among community, school, and other preschool programs;
- Assist in the IFG process; and
- Serve as a resource.

C. Step III - Program Design. Based on the community needs assessment, the program will be designed to meet the needs of each community.

2.2.5 **Teacher qualifications**. All preschool programs funded by the MPP must utilize lead teachers and assistant teachers who have one (1) of the following minimum qualifications at the time the program begins operation. These qualifications must be maintained throughout the grant period.

A. Lead teacher -

- Early Childhood Teacher Certification;
- Early Childhood Special Education Teacher Certification; or
- A four-year college degree in child development.

B. Assistant teacher, at a minimum -

- Child Development Associate (CDA);
- Two-Year Associate Degree in Child Care/Education; or
- Sixty (60) college hours with a minimum of three (3) college credit hours in early childhood, child development, or child/family related courses and experience working in a program with young children and their families.

2.2.6 **Curriculum models**. Preschool programs must implement a nationally recognized preschool curriculum model that is approved by the DESE. The lead teacher and assistant teacher involved in the MPP must be trained in the curriculum model. It is also highly recommended that the director/program administrator be trained in the chosen curriculum model. All curriculum trainings must be provided by the curriculum source. Programs must contact the source to schedule trainings. Any training not scheduled through the source will not be funded and will not meet the requirement. The selected preschool curriculum models meet the following criteria:

- Based on valid research;
- Have positive evaluation results;
- Provide ongoing professional development; and
- Developmentally appropriate for age-eligible children.

The current approved curriculum models are listed below along with the accepted training pieces that are required.

Creative Curriculum - Provided by Teaching Strategies

- Exploring the Curricular Foundation (2 days)
- Implementing *The Creative Curriculum*® System for Preschool (2 days)
- Promoting Learning Through Studies (2 days)

Emerging Language & Literacy Curriculum - Provided by the Institute for Professional Development at the University of Missouri. ** MPP requires both the teacher and assistant teacher attend five days although the curriculum source recommends two days for the assistant teacher.*

- Introduction to the ELLC (2 days)
- Implementation of the ELLC (3 days)

High/Scope® Teacher Training - Provided by High/Scope® Preschool

- Active Learning: How It Works, and Why it Works (1 day)
- Key Developmental Indicator (KDI) Workshop Series (5 days)
- Getting Started With HighScope: Lesson Plans for the First 30 Days (1 day)

The Foundations of Project Construct - Provided By Project Construct.

- Module 1: The Young Child And The Learning Environment (3 days)
- Module 2: Early Literacy and the Expressive Arts (1 day)
- Module 3: Young Children's Mathematical And Scientific Thinking (1 day)

For further information you may contact each curricululm organization by accessing the link on the Table of Contents page of this Administrative Manual.

2.2.7 **Accreditation**. Programs are required to obtain accreditation from either the MoA or the NAEYC. The program must be accredited prior to the beginning of year four (4) operation. MPP operating in a center will be required to accredit the entire center including the infant/toddler classrooms and school age classrooms.

It is recommended that programs review specific information for each accrediting organization by accessing the link on the Table of Contents page of this Administrative Manual. When choosing an accrediting source programs should consider the requirements of each accrediting source and how they align with the MPP requirements and their program.

2.2.8 Program Planning:

A. **Parent Advisory Committee Plan**. An advisory committee of parents with children in the MPP classrooms must meet at least twice annually. The plan should include the roles of the members, selection procedure, replacement procedure, number of members, and frequency of meetings.

Documentation must be on file that includes a list of members, sign-in sheets, dates of meetings, and meeting minutes.

B. **Funding Plan**. The plan must demonstrate funding from a variety of sources and address sustainability of the program once MPP funds are no longer available. A sliding fee scale based on family income is required for families whose income does not exceed one hundred eighty-five percent (185%) of the federal poverty level. Information must include how program growth issues will be addressed such as recruitment methods.

C. **Child Development, Education, and Care Plan**. The plan must be appropriate to meet the needs of children served in the MPP program. The plan should describe how the preschool program will be designed and how it will meet the needs of preschool children as identified from the Needs Assessment. Information must include how program growth issues will be addressed such as recruitment methods. A copy of the proposed physical classroom design including measurements and the number of children to be served along with a daily schedule must be submitted.

   The plan must address the transition issues of children moving from one program to another such as, from home to school or from preschool to kindergarten. A plan should be developed and implemented that will make these transitions as smooth as possible for all involved. The plan may include opportunities to share information between programs; informational packets for parents; kindergarten orientation days; meet the teacher nights; home visits by preschool and kindergarten teachers; visits to child care centers and Head Start programs by the kindergarten teachers, etc.

   The plan must include how the preschool program will collaborate with community organizations and resources. Some examples may be working with the public library to provide a story hour, having a volunteer grandparent work in the classroom, having a safety program provided by the local police department, etc.

   All MPP children must be provided with an annual health & nutrition screening and a developmental screening. We encourage programs to work with existing screening opportunities that may already be in place such as PAT, County Health Department, or Head Start.

D. **Professional Development Plan**. Professional development opportunities include college-credit courses through T.E.A.C.H. Early Childhood Missouri®, follow-up/advanced training of the selected curriculum model provided only by the approved curriculum source, professional conferences, seminars, consultants, and the DESE required meetings. MPP funds only support professional development opportunities that are in addition to the DHSS required clock hours for child care providers. The plan should include a list of the specific professional development opportunities to be provided. Evidence of continuous professional development associated with the selected curriculum model must be included each year in the plan.

   Professional development opportunities should reflect the general philosophy of the selected curriculum model.

E. **Parent Education, Involvement, and Communication Plan**. The plan must address how parents will be informed about their child's development, opportunities to be involved in the preschool program and how the preschool program will communicate with parents on an ongoing basis. **Preschool programs must collaborate with the district's Parents as Teachers program for parent education.** MPP funds may be used to support PAT family personal visits to families of children participating in the MPP classroom, at the state reimbursement rate. Parent involvement could include serving on the Parent Advisory Committee, classroom volunteer, forming a preschool parent organization, etc. Communication with parents could include newsletters, parent-teacher conferences, notes home, phone calls, etc. Other options for increasing parental involvement and family strengths may include the following:

- Friendships and mutual supports with other families,
- Strengthening parenting skills within families,
- Responding to family crises,
- Linking families to services and opportunities in their community to meet the families' needs, and
- Facilitating children's social and emotional development.

F. **Community Plan**. The community plan includes collaboration/partnership efforts and activities among other licensed early care and education providers who are serving age-eligible children, located within the grantee's community. This collaboration or partnership may include joint professional development opportunities such as early childhood speakers/workshops, early childhood transition activities, and other community activities such as "Week of the Young Child", parenting fairs, child health fairs, and community library activities, etc. For activities that can be included in the MPP budget, refer to Section 2.4.2 Purchase Services.

2.3 Funding:

Programs awarded a new grant in FY16 for implementation in FY17 shall have access to start up funds from the date of award until June 30, 2016. It is the intent that start up funds will be expended no later than June 30, 2016. If a progam is not able to expend the full amount of start up funds by June 30, 2016, they may request the unexpended start up funds to be carried into the next fiscal year, contingent on supervisor approval and the availabitlity of appropriated funds.

2.3.1 Funds may be requested for costs associated with expenses necessary to implement a quality preschool program. These may include the following:

- Initial staff training on a selected curriculum model;
- Minor remodeling associated with licensing requirements;
- Appropriate equipment;
- Appropriate materials and supplies; and
- Appropriate staffing.

2.3.2 Payments will not be made until the program has met grant requirement 2.1.2 and 2.1.4 in that the program is licensed and a copy of the appropriate child care license granted from the Missouri Department of Health and Senior Services, Section for Child Care Regulation is on file with Early Learning Section, Missouri Department of Elementary and Secondary Education.

2.3.3 Funding Chart. Subject to appropriations and the phased reduction, subsequent award amounts may be reduced. Grants may be for up to a maximum of five years with an anticipated annual decrease in the last three years. Funding for these grants is subject to appropriation.

Start Up Funds	**1st Year Award**	2nd Year Award (1st Renewal)	3rd Year Award (2nd Renewal)	4th Year Award (3rd Renewal)	5th Award (4th Renewal)
* $50,000 per site	$0	$30,000 per site	$0	$0	$0
$ 0 per child	School Year - $4,000 per child 12 month - $4,500 per child	School Year - $4,000 per child 12 month - $4,500 per child	School Year - $4,000 per child 12 month - $4,500 per child	School Year - $3,950 per child 12 month - $4,450 per child	School Year - $3,900 per child 12 month - $4,400 per child

Unexpended Start Up Allocation may be carried to the next fiscal year subject to supervisor approval and availability of funds.

Additional Funding Requirements:

- A single award may not exceed $250,000.
- Private agency grantees cannot exceed 20 children.
- Budget may be adjusted after a mid-year audit of enrollment numbers.
- Community maximums are defined by school district boundaries and cannot exceed:

(Refer to Attachment C – Census Data)

Community A - up to 20 children
Community B - up to 40 children
Community C - up to 60 children
Community D - up to 80 children

2.4 Expenditures:

2.4.1 **Salaries and Benefits**. Payment of salaries and benefits will be allowed for lead teachers and assistant teachers who provide educational services directly to age eligible children funded by this IFG. All substitutes will also be reported under salaries as well. MPP funds designated for salaries will begin when the program is licensed by DHSS and is serving children. Salaries for assistant teachers will be paid by MPP funds when enrollment exceeds ten (10) children per classroom. Salaries and benefits must be commensurate with other professionals in similar positions. MPP teachers in a public school setting must receive a teaching contract and be placed on the same teacher salary schedule as the districts K-12 teachers. All other teachers' salaries and benefits must be commensurate with other professionals in similar positions.
No other salaries will be allowed.

2.4.2 **Purchased Services**:
Includes services rendered by persons not employed by the program and all other contracted services including professional development for staff, fees for accreditation, college credit through T.E.A.C.H. Early Childhood® Missouri.

Community Services funds are designated to provide professional development opportunities as listed above for licensed early care and education providers within the grantee's community. The early care and education providers must be providing services to age eligible children.

Out-of-state conference fees and related expenses will NOT be approved. Transportation costs for preschool children are **NOT** allowed.

Lease payments may be requested through these funds for the licensed MPP classroom space. Grantees requesting lease payments must follow 5 CSR 30-640.200 Early Learning Facilities Funding Formula for Lease Agreements.

2.4.3 **Materials and Supplies**. Materials and supplies to be purchased with these funds are limited to items which are either consumed in nature, have a useful life of less than two years, cost less than $1,000 per unit, and are more feasibly replaced than repaired. **Non-consumable** purchases totaling over $100.00 per unit must be listed on an **inventory form** so that DESE can validate its use in the Missouri Preschool Program.

Classroom equipment, materials and supplies must be selected from the *Materials and Supplies Guide for Early Learning Classrooms*, Attachment C, for the sole use in the MPP classroom. The quantity of items selected must reflect the number of children the program anticipates serving through the MPP classroom(s).

Other costs that are allowable under the Materials and Supplies category are those expenditures associated with becoming licensed. These expenditures must be under $1,000 and be outlined by the child care specialist assigned by DHSS. **Please note the following exceptions of the Materials and Supplies category.**

- If televisions and DVD/VCRs are used in the classroom it must be for **educational purposes ONLY and utilized on a very limited basis**. MPP funds **WILL NOT** be allowed for these expenditures.
- Workbooks/worksheets are **NOT** an appropriate item/activity in the MPP classroom regardless of the funding stream. MPP funds **WILL NOT** be allowed for these expenditures.
- Meals including breakfast, lunch and snacks are **NOT** an allowable expense using funds from the Missouri Preschool Program. Please contact the Child and Adult Care Food Program (CACFP) or your school food program for assistance with these expenses.
- Office and cleaning supplies or equipment are **NOT** allowable expenditures under the Materials and Supplies category. Please refer to section 2.5.3 for further clarification.
- Computers for children's use are **NOT** an allowable expense using funds from the Missouri Preschool Program. Computers should ideally have a limited presence in the MPP classroom. Children should have a timed experience when using the computer.
- Lofts are **NOT** an allowable expenditure. Furnishings should be low and open so that children's play space is not difficult to supervise visually. Shelving in a classroom should be no more than 24" high.

2.4.4 **Capital Outlay**. Includes equipment that is distinguishable from supplies in that items have a useful life of more than two years, cost more than $1,000 per unit and are more feasibly repaired than replaced.

Costs may include classroom equipment needed to implement the program and minor remodeling with justification describing the need.

**It is recommended that MPP classrooms meet the Early Learning Program Guidance regarding usable space for children as follows:*

- *Indoor space includes 50 square feet of usable floor space for each child in the MPP classroom.*
- *Outdoor space includes 100 square feet of usable space for each child.*

Any funds used to remodel or to meet license regulations must be on the permanent preschool space. MPP funds will **not** pay for minor remodeling of temporary sites.

Funds must **not** be used for the purchase of or improvement of land or property, except for minor remodeling, or the construction of a building.

2.5 Reporting Expenditures:

2.5.1. Early Childhood Instruction (3512)

- 6100 Certificated Salaries – Salary for the Lead Teacher and substitutes.
- 6150 Non-certificated Salaries – Salary for the Assistant Teacher and substitutes.
- 6200 Employee Benefits – for the Lead Teacher and Assistant Teacher and substitutes.
- 6300 Purchased Services – educational field trips and lease of classroom space.
- 6400 Materials and Supplies – items consumed in nature, have a useful life of less than two years, cost less than $1,000 per unit and are more feasibly replaced than repaired. Refer to the Materials and Supplies Guide for Early Learning Classrooms, Attachment C.
- 6500 Capital Outlay – classroom equipment items that have a useful life of more than two years, cost more than $1,000 per unit and are more feasibly repaired than replaced.

2.5.2. Facility Acquisition and Construction (4000)

Expenses reported in this category may need to be prorated for shared space.

- 6500 Capital Outlay – Remodel expenses related to meeting licensing requirements for the classroom, playground, etc.

2.5.3. Administrative/Indirect Costs.

Administrative/Indirect costs are NOT to exceed 5% of the award. No other funds outside this category are available through this IFG for administrative costs such as director salaries, other administrative positions, office supplies, office equipment, computers, utilities, postage, cleaning supplies, program insurance, program advertising and etc. This category does not have to be itemized for an approved budget but does require expenditures to be reported by category, i.e. Salaries, Benefits, Purchase Services, etc.

2.6 Accountability:

2.6.1**.** Programmatic accountability must be demonstrated on an annual basis. DESE has provided the following documents to assist programs with managing the required documentation. Please note that failure to maintain the required documentation may result in termination of the grant.

A. The MPP Required Documentation must be maintained electronically by the program for the duration of the grant. This information may be requested by DESE at any time to monitor compliance. Any other information related to the MPP classroom shall be available upon request by an authorized representative. MPP Required Documentation must be maintained and retained for five years after completion of the IFG including all renewals. All information contained within this IFG, as well as documentation required of MPP programs, is considered public information and will be included in the programs permanent file and is subject to open records request(s)

B. All items acquired using Missouri Preschool Program funds must be physically marked by the funding source and the acquisition date i.e. DESE-MPP mm/yy. This must include all furniture, playground equipment and electronic equipment as well as those items with an individual cost exceeding $100. The grantee shall maintain a listing of such items for review by DESE upon request.

2.6.2 **Audits**. The grantee agrees to permit DESE or its authorized representatives to observe and evaluate the delivery or performance of the grant services. This includes access to any books, documents, papers and records of the grantee that are directly related to the MPP audit process.

A. **Desk Monitoring:** MPP grantees may be subject to a desk audit review at any time during the grant period.
B. **On-Site Monitoring:** May occur if deficiencies are identified.

2.7 Evaluation and Award Process:

2.7.1 **Evaluation**. After determining that a grant satisfies the mandatory requirements stated in the Invitation for grant, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the grant in accordance with the evaluation criteria stated below:

A.	Budget Information	20 pts
B.	Site Information	10 pts
C.	Community Involvement	20 pts
D.	Needs Assessment	15 pts
E.	Program Description, Goals and Evaluation	20 pts
F.	Alignment to the DESE Goals	10 pts
G.	Program Planning	80 pts
I.	Competitive Priority (DESE use only)	25 pts
	Total	200 pts

3. GRANT SUBMISSION INFORMATION

3.1 Submission of Grants:

3.1.1 Electronic submission of grants through the on-line website is **NOT** available for this IFG.

3.1.2 When submitting:

- **New Grantees** must mail or hand deliver to DESE one (1) IFG with an original signature, and two (2) additional copies for a total of three (3).
  Must be received no later than 1:00 p.m. on February 22, 2016.

  Grants for multiple sites can only be submitted by Governmental entities or public school districts.

- **Renewal Grantees** must provide DESE one (1) Renewal Application with an original signature. DESE will accept a faxed Renewal Applications only.
  Must be received no later than 1:00 p.m. on May 15, 2016.

3.1.3 When submitting a grant, print or type the IFG Number (found on page 1 of the application in the upper left corner) and the return due date on the lower left corner of the envelope or package.

3.1.4 To facilitate the evaluation process, the grantee must organize their grant in numeric order with only the required attachments. **Do NOT submit any additional information.**

3.1.5 The grantee is cautioned that it is the grantee's sole responsibility to submit a complete grant and that DESE is under no obligation to solicit such information if it is not included with the grant. The grantee's failure to submit such information may cause an adverse impact on the evaluation of the grant.

3.1.6 Grantee's Contacts – grantees and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the IFG, the evaluation, etc. to the contact person indicated on this page of the IFG. Grantees and their agents may not contact any other state employee regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Grantees and their agents who have questions regarding this matter must call the contact person.

QUESTIONS:	Angie Koetting, DESE-Early Learning Section Phone: 573-751-2095 Angie.Koetting@dese.mo.gov
TO DOWNLOAD IFG:	http://dese.mo.gov/eel/el/MPP/index.htm
DELIVER IFG TO:	Early Learning Section 7th Floor, Jefferson State Office Building 205 Jefferson Street Jefferson City, Missouri 65101
MAIL IFG TO:	Early Learning Section - IFG MO Department of Elementary and Secondary Education P.O. Box 480 Jefferson City, Missouri 65102-0480

4. FINANCIAL REQUIREMENTS

4.1 The grantee must maintain financial and accounting records and evidence pertaining to the grant in accordance with generally accepted accounting principles and other procedures specified by the state. These records must be made available at all reasonable times to the State agency and/or its designees during the grant period and any renewal period, and for five (5) years from the date of final payment on the grant or renewal period.

4.2 The grantee shall permit governmental auditors and authorized representatives of the State to have access for the purpose of audit or examination of any of the books, documents, papers, and records of the grantee's recording receipts and disbursements of any of the funds made available to the grantee under the award at any reasonable time. The grantee further agrees that any audit exception noted by governmental auditors shall not be paid by the state agency and shall be the sole responsibility of the grantee, provided that it may contest any such exception by any legal procedure it deems appropriate and that the state agency will pay the grantee all amounts which may ultimately be held entitled to receive as a result of any such legal action.

4.3 The grantee shall agree and understand that DESE will make payments based on DESE's allotment of funds.

The grantee must insure that all services and commodities have been provided, purchased or obligated prior to submitting an invoice to the state agency for payment/reimbursement from the state agency.

The grantee shall agree and understand that any amount funded per the award is subject to appropriations made by the General Assembly and signed into law by the Governor. In addition, the total budget amount described herein is also subject to reduction by the state agency when deemed in the best interest of DESE. Therefore, DESE does not guarantee that any amount of funds will be spent in accordance with the grant.

5. INVOICING AND PAYMENT REQUIREMENTS

5.1 The firm, fixed price shall constitute the total amount due the grantee for all services specified in the requirements of this document unless services are specifically listed as reimbursable in the paragraph related to reimbursements, below.

5.2 Upon receipt and approval of a properly prepared payment request and all required reports and documentation, the state agency shall pay the grantee the requested amount not to exceed 80% of the approved budget total until the Final Expenditure and Completion Reports are submitted. Start Up Funds will be available for request prior to being licensed. Program Funds will not be available for request until the program has met grant requirement 2.1.2 and 2.1.4 in that the program has submitted to the Early Learning Section, Missouri Department of Elementary and Secondary Education a copy of the appropriate child care license granted from the Missouri Department of Health and Senior Services, Section for Child Care Regulation.

6. OTHER GRANT REQUIREMENTS

6.1 **Grant Period**. The original grant period shall be as stated in the IFG. The grant shall not bind, nor purport to bind, the DESE for any commitment in excess of the original grant period. DESE shall have the right, at its sole option, to renew the grant for 4 one-year

periods, or any portion thereof. Renewals may be reduced based on DESE's appropriation and the original award. In the event DESE exercises such right, all terms and conditions, requirements and specifications of the grant shall remain the same and apply during the renewal period, pursuant to applicable option clauses of this document.

The initial IFG period begins on the date of its approval by the Department of Elementary and Secondary Education (DESE). Grants will be funded for a one-year period with annual renewal subject to appropriations by the general assembly and meeting requirements set forth by this IFG. Renewal periods will be from July 1 through June 30 of the following year.

6.2 **Termination**. DESE reserves the right to terminate the grant at any time, for the convenience of the DESE, without penalty or recourse, by giving written notice to the grantee at least thirty (30) calendar days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, the following shall apply:

A. All documents, data, reports, supplies, equipment, and accomplishments prepared, furnished or completed by the grantee pursuant to the terms of the grant shall, at the option of DESE, become the property of the DESE. The grantee shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by DESE pursuant to the grant prior to the effective date of termination.

B. As directed by the DESE, the grantee shall either cancel all open commitments previously made per the grant or (without entering any new commitments) shall continue with execution of such open commitments.

- If the open commitments are cancelled, the DESE shall pay all costs (including penalties) resulting from the cancellation.
- If such commitments continue to be executed, the grantee shall be entitled to be paid for the grantee's services pursuant to the requirements of the grant, as if such cancellation had not occurred.

6.3 **Property of the DESE**. The grantee shall agree and understand that all deliverables developed as a result of the grant, shall become the property of DESE with all rights and interests for present and future use as deemed appropriate by the DESE.

A. The grantee shall be responsible for obtaining copyrights as appropriate in the name of DESE as instructed and approved by the DESE. If approved, the grantee shall be reimbursed the actual cost paid for obtaining any copyright and registration fee for a logo.

B. DESE shall have the full right to reproduce and/or use any products derived from the grantee's work under the grant without payment of any royalties, fees, etc. except for those fees, royalties, etc. charged by a subcontractor, provided that:

- The subcontract requires the payment of such royalties, fees, etc., and
- The DESE agrees to pay the royalties, fees, etc. for continuous use of the product, prior to performance by the subcontractor or use of the subcontractor's property.

C. The grantee shall agree and understand that all discussions with the grantee and all information gained by the grantee as a result of the grantee's performance under the award shall be confidential and that no reports, documentation, or material prepared as required by the award shall be released to the public without the prior written consent of the DESE.

D. The grantee shall defend, indemnify and hold harmless DESE, including its officers, agents, employees and assigns, in all suits of law or in equity alleging patent, trademark

or copyright infringement, defamation (libel and/or slander), violation of privacy rights, violation of the right of publicity, misappropriation of trade secrets or unfair competition concerning or arising from the grantee's performance or products produced under the terms of the award.

E. All documents, data, reports, supplies, equipment, and accomplishments prepared, furnished, or completed by the grantee pursuant to the terms of the award shall become the property of the DESE. Upon expiration, termination, or cancellation of the grant, said items shall become the property of the DESE.

6.4 **Grantee Liability**. The grantee shall be responsible for any and all personal injury (including death) or property damage as a result of the grantee's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the grant. In addition, the grantee assumes the obligation to save the State of Missouri, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The grantee also agrees to hold the State of Missouri, including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the grantee under the terms of the grant.

A. The grantee shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the State of Missouri, including its agencies, employees, and assignees.

B. Under no circumstances shall the grantee be liable for any of the following: (1) third party claims against the state for losses or damages (other than those listed above); (2) loss of, or damage to, the state's records or data; or (3) economic consequential damages (including lost profits or savings) or incidental damages, even if the grantee is informed of their possibility.

6.5 **Insurance**. The grantee shall understand and agree that the State of Missouri cannot save and hold harmless and/or indemnify the grantee or employees against any liability incurred or arising as a result of any activity of the grantee or any activity of the grantee's employees related to the grantee's performance under the grant. Therefore, the grantee must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the State of Missouri, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the grant. The insurance shall include an endorsement that adds the State of Missouri as an additional insured.

6.6 **Grantee Status**. The grantee represents himself or herself to be an independent grantee offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the DESE. Therefore, the grantee shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the DESE, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

6.7 **Coordination**. The grantee shall fully coordinate all grant activities with those activities of the state agency. As the work of the grantee progresses, advice and information on matters covered by the grant shall be made available by the grantee to the DESE throughout the effective period of the grant.

6.8 **Subcontractors**. Any subcontracts for the products/services described herein must include appropriate provisions and grant obligations to ensure the successful fulfillment

of all grant obligations agreed to by the grantee and the State of Missouri and to ensure that the State of Missouri is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the grant between the State of Missouri and the grantee. The grantee shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract. The grantee shall agree and understand that utilization of a subcontractor to provide any of the products/services in the grant shall in no way relieve the grantee of the responsibility for providing the products/services as described and set forth herein. The grantee must obtain the approval of the State of Missouri prior to establishing any new subcontracting arrangements and before changing any subcontractors. The approval shall not be arbitrarily withheld.

6.9 **Business Compliance**. The grantee must be in compliance with the laws regarding conducting business in the State of Missouri. The grantee certifies by signing the signature page of this original document and any amendment signature page(s) that the grantee and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting grant award. The grantee shall provide documentation of compliance upon request by the DESE. The compliance to conduct business in the state shall include, but not necessarily be limited to:

- Registration of business name (if applicable)
- Certificate of authority to transact business/certificate of good standing (if applicable)
- Taxes (e.g., city/county/state/federal)
- State and local certifications (e.g., professions/occupations/activities)
- Licenses and permits (e.g., city/county license, sales permits)
- Insurance (e.g., worker's compensation/unemployment compensation)

6.10 **Substitution of Personnel**. The grantee agrees and understands that the State of Missouri's agreement to the grant is predicated in part on the utilization of the specific key individual(s) and/or personnel qualifications identified in the proposal. Therefore, the grantee agrees that no substitution of such specific key individual(s) and/or personnel qualifications shall be made without the prior written approval of the state agency. The grantee further agrees that any substitution made pursuant to this paragraph must be equal or better than originally proposed and that the state agency's approval of a substitution shall not be construed as an acceptance of the substitution's performance potential. The State of Missouri agrees that an approval of a substitution will not be unreasonably withheld.

7. DESE, EARLY LEARNING KEY TERMINOLOGY

7.1 **Accreditation** – A measure of quality. Receiving credit for meeting the standards set for program practices that represent professional consensus, through a process of self-reflection, observation and self-study. An accrediting agency such as, Missouri Accreditation or NAEYC Accreditation, will facilitate this process.

7.2 **Age-Eligible Children** – Those children who are one or two years away from kindergarten age eligibility.

7.3 **Assistant Teacher Qualifications** – The educational training and experience required to hold an assistant teaching position for MPP.

7.4 **Capacity** – The child care program's enrollment/attendance is at the maximum number of children allowed for the space being utilized.

7.5 **Child Care Center** – A program conducted in a location other than the providers permanent residence or separate from the providers living quarters where care is provided for children not related to the provider.

7.6 **Classroom** – An area separated from other parts of the building by floor to ceiling walls. It must have appropriate square footage for the number of children being served in the room. A classroom must not exceed 20 children.

7.7 **Community** – The school district's boundaries in which your program is located.

7.8 **Grantee** – The person, who is identified as the Lead Agency, awarded the IFG.

7.9 **Early Care and Education Program** – A program that is providing care and education to children one to two years away from kindergarten age eligibility.

7.10 **Early Care and Education Providers** – The person(s) who are providing care and education to children one to two years away from kindergarten age eligibility.

7.11 **Early Learning Program** – A program that is providing care and education to children one to two years away from kindergarten age eligibility.

7.12 **Fiscal Year** – When the term fiscal year is used it is referring to DESE'S fiscal year of July 1 – June 30.

7.13 **Floor Plans** – Boundaries are well defined by low shelves, stable screens, or walls with openings so that children and adults can see into areas.

7.14 **Free and Reduced Lunch** – When a family's income is below the poverty level to qualify for a fully funded lunch or partially funded lunch through the United States Department of Agriculture.

7.15 **Full Day** – A full day preschool program is considered to be 6.5 hours a day.

7.16 **Good Standing** – A program that is in compliance with the Missouri Department of Health and Senior Services, Section for Child Care Regulation licensing rules; there is no pending disciplinary action on the license, and there is not a complaint investigation in process.

7.17 **Homeless** – a student who lacks a fixed, regular, and adequate nighttime residence and this includes children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.

7.18 **House Bill 1519** – The bill that authorizes funds for Early Childhood Development Education and Care for the Department of Social Services and the Department of Elementary and Secondary Education.

7.19 **Lead Teacher Qualifications** – The educational training and experience required to hold a teaching position for MPP.

7.20 **License** – Receiving credit from the Department of Health and Senior Services, Section for Child Care Regulation, for meeting the standards set for facilities and safety.

7.21 **Low-Income** – Low-income children in a public school are children counted by the district in families eligible for free and reduced lunches according to the income scale established by the National School Lunch Act. Low-income children for a private provider would be those children who are eligible for childcare assistance from the Department of Social Services.

7.22 **Missouri Preschool Program (MPP)** – The Department of Elementary and Secondary Education's portion of House Bill 1519.

7.23 **Program Year** – The program year is the time frame which MPP students are being served.

7.24 **Site** – Physical location of proposed license.

7.25 **Sliding Fee Scale** – This parental fee schedule is based on family income. It is required for families whose income does not exceed one hundred eighty-five percent of the federal poverty level.

7.26 **Special Needs** – Children identified by school district personnel as needing special education services.

7.27 **Supplant** – When existing funds such as, Title I or local funds, are replaced with MPP funds.

7.28 **Two-Year Associate Degree** – A level of educational training obtained through a community college, college or university.

7.29 **Undergraduate Degree** – Associate or Baccalaureate degree in the field of early childhood. This does not cover graduate course work.

8. DESE, EARLY LEARNING ACRONYMS

8.1 **4CD** – 4 year college degree in Child Development

8.2 **ACC** – Two-year associate degree in Child Care/Education

8.3 **AA** – Associate of Arts

8.4 **BS** – Bachelor of Science

8.5 **CDA** – Child Development Associate

8.6 **DESE** – Department of Elementary and Secondary Education

8.7 **DHSS** – Department of Health and Senior Services

8.8 **DSS** – Department of Social Services

8.9 **EC** – Early Childhood Teacher Certification

8.10 **ECE** – Early Care and Education

8.11 **ECSE** – Early Childhood Special Education Teacher Certification

8.12 **EIN** – Employee Identification Number

8.13 **H.B. 1519** – House Bill 1519

8.14 **IFG** – Invitation for Grant

8.15 **LEA** – Lead Education Agency

8.16 **MoA** – Missouri Accreditation

8.17 **MOSIS** – Missouri Student Information System

8.18 **MPP** – Missouri Preschool Program

8.19 **NAEYC** – National Association for the Education of Young Children

8.20 **PAT** – Parents as Teachers

8.21 **PTA** – Parent Teacher Association

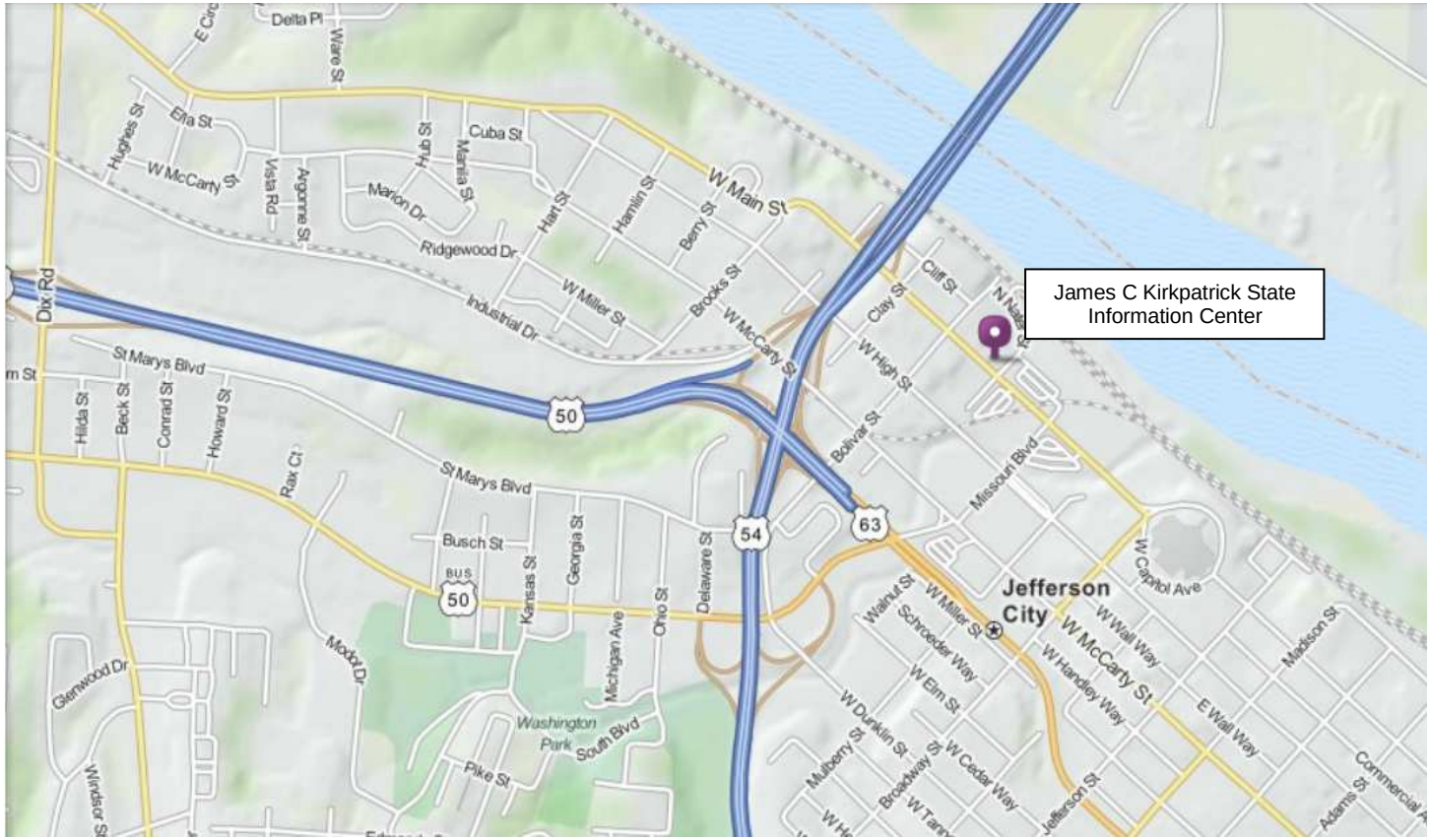
8.22 **PTO** – Parent Teacher Organization

ATTACHMENTS

ATTACHMENT A

PRE-BID CONFERENCE DIRECTIONS

JANUARY 15, 2016
10:00 AM - 1:00 PM
JAMES C. KIRKPATRICK STATE INFORMATION CENTER
600 WEST MAIN STREET, INTERPRETIVE CENTER
ROOM JEFFERSON CITY, MO 65101



ATTACHMENT B - Census data

County/ District Code	School District	Funding Category	Number of 3 and 4 year olds
001-090	Adair County R-I School District	A	54
001-091	Kirksville R-III School District	B	576
001-092	Adair County R-II School District	A	60
002-089	North Andrew County R-VI School District	A	66
002-090	Avenue City R-IX School District	A	32
002-097	Savannah R-III School District	B	388
003-031	Tarkio R-I School District	A	69
003-032	Rock Port R-II School District	A	56
003-033	Fairfax R-III School District	A	23
004-106	Community R-VI School District	A	66
004-109	Van-Far School District	A	133
004-110	Mexico 59 School District	B	534
005-120	Wheaton R-III School District	A	80
005-121	Southwest R-V School District	A	152
005-122	Exeter R-VI School District	A	78
005-123	Cassville R-IV School District	B	315
005-124	Purdy R-II School District	A	132
005-127	Shell Knob 78 School District	A	33
005-128	Monett R-I School District	B	497
006-101	Liberal R-II School District	A	91
006-103	Golden City School District	A	54
006-104	Lamar R-I School District	B	281
007-121	Miami R-I School District	A	45
007-122	Ballard R-II School District	A	24
007-123	Adrian County R-III School District	A	132
007-124	Rich Hill R-IV School District	A	87
007-125	Hume R-VIII School District	A	30
007-126	Hudson R-IX School District	A	18
007-129	Butler R-V School District	B	230
008-106	Lincoln R-II School District	A	117
008-107	Warsaw R-IX School District	A	180
008-111	Cole Camp R-I School District	A	141
009-077	Meadow Heights R-II School District	A	122
009-078	Leopold R-III School District	A	24
009-079	Zalma R-V School District	A	48
009-080	Woodland R-IV School District	A	191
010-087	Southern Boone County R-I School District	B	252
010-089	Boone County R-IV School District	B	258
010-090	Sturgeon R-V School District	A	179
010-091	Centralia R-VI School District	B	246
010-092	Harrisburg R-VIII School District	A	99
010-093	Columbia Public Schools	D	4143
011-076	East Buchanan County C-1 School District	A	161
011-078	Mid-Buchanan County R-V School District	A	128
011-079	Buchanan County R-IV School District	A	77
011-082	St. Joseph School District	C	2793
012-108	Neelyville R-IV School District	A	113
012-109	Poplar Bluff R-I School District	C	1178
012-110	Twin Rivers R-X School District	A	163

County/ District Code	School District	Funding Category	Number of 3 and 4 year olds
013-054	Breckenridge R-I School District	A	20
013-055	Hamilton R-II School District	A	137
013-057	New York R-IV School District	A	20
013-058	Cowgill R-VI School District	A	13
013-059	Polo R-VII School District	A	63
013-060	Mirabile C-1 School District	A	16
013-061	Braymer C-4 School District	A	61
013-062	Kingston 42 School District	A	6
014-126	North Callaway R-I School District	B	205
014-127	New Bloomfield R-III School District	A	132
014-129	Fulton School District	B	525
014-130	South Callaway R-II Schools	A	135
015-001	Camden County R-II School District	A	82
015-002	Camdenton R-III School District	B	808
015-003	Climax Springs R-IV School District	A	47
015-004	Macks Creek R-V School District	A	79
016-090	Jackson R-II School District	B	981
016-092	Delta R-V School District	A	58
016-094	Oak Ridge R-VI School District	A	92
016-096	Cape Girardeau 63 School District	C	1137
016-097	Nell Holcomb R-IV School District	A	89
017-121	Hale R-I School District	A	24
017-122	Tina-Avalon R-II School District	A	28
017-124	Bosworth R-V School District	A	16
017-125	Carrollton R-VII School District	A	185
017-126	Norborne R-VIII School District	A	24
018-047	East Carter County R-II School District	A	135
018-050	Van Buren R-I School District	A	101
019-139	Cass County R-V School District	A	109
019-140	Strasburg C-3 School District	A	34
019-142	Raymore-Peculiar R-II School District	C	1204
019-144	Sherwood Cass R-VIII School District	A	174
019-147	East Lynne 40 School District	A	45
019-148	Pleasant Hill R-III School District	B	416
019-149	Harrisonville R-IX School District	B	435
019-150	Drexel R-IV School District	A	64
019-151	Midway School District	A	81
019-152	Belton 124 School District	C	1002
020-001	Stockton R-I School District	B	203
020-002	El Dorado Springs R-II School District	B	264
021-148	Northwestern R-I School District	A	30
021-149	Brunswick R-II School District	A	55
021-150	Keytesville R-III School District	A	34
021-151	Salisbury R-IV School District	A	113
022-088	Chadwick R-I School District	A	56
022-089	Nixa School District	C	1084
022-090	Sparta R-III School District	A	186
022-091	Billings R-IV School District	A	85
022-092	Clever R-V School District	B	244

ATTACHMENT B - Census data

County/ District Code	School District	Funding Category	Number of 3 and 4 year olds
022-093	Ozark R-VI School District	C	1175
022-094	Spokane R-VII School District	A	154
023-096	Revere C-3 School District	A	24
023-099	Luray 33 School District	A	19
023-101	Clark County R-I School District	B	203
024-086	Kearney R-I School District	B	546
024-087	Smithville School District	B	419
024-089	Excelsior Springs 40 School District	B	570
024-090	Liberty Schools	C	2422
024-091	Missouri City 56 School District	A	9
024-093	North Kansas City School District	D	4293
025-001	Cameron R-I School District	B	371
025-002	Lathrop R-II School District	A	171
025-003	Clinton County R-III School District	A	156
026-001	Cole County R-I School District	A	136
026-002	Cole County R-II School District	B	241
026-005	Cole County R-V School District	A	169
026-006	Jefferson City Public Schools	C	2466
027-055	Blackwater R-II School District	A	31
027-056	Cooper County C-4 School District	A	24
027-057	Prairie Home R-V School District	A	62
027-058	Otterville R-VI School District	A	53
027-059	Pilot Grove C-4 School District	A	60
027-061	Boonville School District	B	331
028-101	Crawford County R-I School District	B	228
028-102	Crawford County R-2 School District	B	337
028-103	Steelville School District	A	185
029-001	Lockwood R-I School District	A	79
029-002	Dadeville R-II School District	A	24
029-003	Everton R-III School District	A	37
029-004	Greenfield R-IV School District	A	86
030-093	Dallas County R-I School District	B	441
031-116	Pattonsburg R-II School District	A	30
031-117	Winston R-VI School District	A	41
031-118	North Daviess R-III School District	A	28
031-121	Gallatin R-V School District	A	123
031-122	Tri-County R-VII School District	A	103
032-054	Osborn R-O School District	A	21
032-055	Maysville R-I School District	A	132
032-056	Union Star R-II School District	A	39
032-058	Stewartsville C-2 School District	A	33
033-090	Salem R-80 School District	B	209
033-091	Oak Hill R-I School District	A	44
033-092	Green Forest R-II School District	A	59
033-093	Dent-Phelps R-III School District	A	85
033-094	North Wood R-IV School District	A	59
034-121	Skyline R-II School District	A	24
034-122	Plainview R-VIII School District	A	28
034-124	Ava R-I School District	B	287

County/ District Code	School District	Funding Category	Number of 3 and 4 year olds
035-092	Malden R-I School District	B	209
035-093	Campbell R-II School District	A	117
035-094	Holcomb R-III School District	A	95
035-097	Clarkton C-4 School District	A	67
035-098	Senath-Hornersville C-8 School District	A	175
035-099	Southland School District	A	61
035-102	Kennett 39 School District	B	400
036-123	Franklin County R-II School District	A	46
036-126	Meramec Valley R-III School District	B	698
036-131	Union R-XI School District	B	763
036-133	Lonedell R-XIV School District	A	86
036-134	Spring Bluff R-XV School District	A	47
036-135	Strain-Japan R-XVI School District	A	19
036-136	St. Clair R-XIII School District	B	399
036-137	Sullivan School District	B	408
036-138	New Haven School District	A	85
036-139	Washington School District	B	956
037-037	Gasconade County R-II School District	B	356
037-039	Gasconade County R-I School District	A	198
038-044	King City R-I School District	A	64
038-045	Gentry County R-II School District	A	84
038-046	Albany R-III School District	A	87
039-133	Willard School District	B	789
039-134	Republic School District	B	948
039-135	Ash Grove R-IV School District	A	116
039-136	Walnut Grove R-V School District	A	63
039-137	Strafford R-VI School District	A	175
039-139	Greene County R-VIII School District	B	431
039-141	Springfield School District	D	6007
039-142	Fair Grove R-10 School District	A	149
040-100	Grundy County R-V School District	A	32
040-101	Spickard R-II School District	A	29
040-103	Pleasant View R-VI School District	A	8
040-104	Laredo R-VII School District	A	20
040-107	Trenton R-IX School District	B	257
041-001	Cainsville R-I School District	A	10
041-002	South Harrison School District	B	231
041-003	North Harrison R-III School District	A	50
041-004	Gilman City R-IV School District	A	31
041-005	Ridgeway R-V School District	A	31
042-111	Henry County R-I School District	A	190
042-113	Shawnee R-III School District	A	22
042-117	Calhoun R-VIII School District	A	37
042-118	Leesville R-IX School District	A	16
042-119	Davis R-XII School District	A	12
042-121	Montrose R-XIV School District	A	27
042-124	Clinton School District	B	366
043-001	Hickory County R-I School District	A	149
043-002	Wheatland R-II School District	A	66

ATTACHMENT B - Census data

County/ District Code	School District	Funding Category	Number of 3 and 4 year olds
043-003	Weaubleau R-III School District	A	78
043-004	Hermitage R-IV School District	A	60
044-078	Craig R-III School District	A	13
044-083	Holt County R-II School District	A	54
044-084	South Holt County R-I School District	A	57
045-076	New Franklin R-I School District	A	90
045-077	Fayette R-III School District	A	133
045-078	Howard County R-II School District	A	77
046-128	Howell Valley R-I School District	A	77
046-130	Mountain View-Birch Tree R-III School Distric	B	246
046-131	Willow Springs R-IV School District	B	275
046-132	Richards R-V School District	A	130
046-134	West Plains R-VII School District	B	487
046-135	Glenwood R-VIII School District	A	85
046-137	Junction Hill C-12 School District	A	52
046-140	Fairview R-XI School District	A	126
047-060	South Iron County R-I School District	A	77
047-062	Arcadia Valley R-II School District	A	172
047-064	Belleview R-III School District	A	41
047-065	Iron County C-4 School District	A	83
048-066	Fort Osage R-I School District	B	960
048-068	Blue Springs R-IV School District	C	2669
048-069	Grain Valley R-V School District	B	778
048-070	Oak Grove R-VI School District	B	413
048-071	Lee's Summit R-7 School District	C	3425
048-072	Hickman Mills C-1 School District	C	1915
048-073	Raytown C-2 School District	C	1857
048-074	Grandview C-4 School District	C	1113
048-075	Lone Jack C-6 School District	A	77
048-077	Independence Public Schools	C	3187
048-078	Kansas City School District	D	6799
048-080	Center 58 School District	B	687
049-132	Carl Junction R-I School District	B	591
049-135	Avilla R-XIII School District	A	51
049-137	Jasper County R-V School District	A	103
049-140	Sarcoxie R-II School District	A	136
049-142	Carthage R-IX School District	B	975
049-144	Webb City R-VII School District	B	861
049-148	Joplin R-VIII School District	C	1983
050-001	Northwest R-I School District	C	1554
050-002	Grandview R-II School District	A	148
050-003	Hillsboro R-III School District	B	669
050-005	Dunklin R-V School District	B	386
050-006	Festus R-6 School District	B	686
050-007	Jefferson County R-VII School District	A	173
050-009	Sunrise R-IX School District	A	105
050-010	Windsor C-1 School District	B	702
050-012	Fox C-6 School District	C	2526
050-013	Crystal City 47 School District	A	141

County/ District Code	School District	Funding Category	Number of 3 and 4 year olds
050-014	De Soto School District	B	530
051-150	Kingsville R-I School District	A	64
051-152	Holden R-III School District	B	242
051-153	Chilhowee R-IV School District	A	36
051-154	Johnson County R-VII School District	A	138
051-155	Knob Noster R-VIII School District	B	424
051-156	Leeton R-X School District	A	58
051-159	Warrensburg R-VI School District	B	770
052-096	Knox County R-I School District	A	139
053-111	Laclede County R-I School District	A	139
053-112	Gasconade C-4 School District	A	23
053-113	Lebanon School District	B	981
053-114	Laclede County C-5 School District	A	151
054-037	Concordia School District	A	127
054-039	Lafayette County C-1 School District	B	223
054-041	Odessa R-VII School District	B	389
054-042	Santa Fe R-X School District	A	80
054-043	Wellington-Napoleon R-IX School District	A	73
054-045	Lexington R-V School District	A	191
055-104	Miller R-II School District	A	148
055-105	Pierce City R-VI School District	A	154
055-106	Marionville R-IX School District	A	147
055-108	Mount Vernon R-V School District	B	307
055-110	Aurora R-8 School District	B	381
055-111	Verona R-VII School District	A	105
056-015	Canton School District	A	126
056-017	Lewis County C-1 School District	B	209
057-001	Silex R-I School District	A	82
057-002	Elsberry R-II School District	A	160
057-003	Troy R-III School District	C	1364
057-004	Winfield School District	B	379
058-106	Linn County R-I School District	A	41
058-107	Bucklin R-II School District	A	34
058-108	Meadville R-IV School District	A	57
058-109	Marceline R-V School District	A	125
058-112	Brookfield R-III School District	B	228
059-113	Southwest Livingston County R-I School Distri	A	34
059-114	Livingston County R-III School District	A	15
059-117	Chillicothe R-II School District	B	425
060-077	McDonald County R-I School District	B	708
061-150	Atlanta C-3 Schools	A	44
061-151	Bevier C-4 School District	A	38
061-154	La Plata R-II School District	A	121
061-156	Macon County R-I School District	B	332
061-157	Callao C-8 School District	A	23
061-158	Macon County R-IV School District	A	24
062-070	Marquand-Zion School District	A	33
062-072	Fredericktown R-I School District	B	349
063-066	Maries County R-I School District	A	129

ATTACHMENT B - Census data

County/ District Code	School District	Funding Category	Number of 3 and 4 year olds
063-067	Maries County R-II School District	A	199
064-072	Marion County R-II School District	A	46
064-074	Palmyra R-I School District	B	242
064-075	Hannibal School District	B	791
065-096	North Mercer County R-III School District	A	45
065-098	Princeton R-V School District	A	94
066-102	Eldon R-I School District	B	411
066-103	Miller County R-III School District	A	38
066-104	St. Elizabeth R-IV School District	A	43
066-105	School of The Osage R-II School District	B	342
066-107	Iberia R-V School District	A	135
067-055	East Prairie R-II School District	A	175
067-061	Charleston R-I School District	B	262
068-070	Moniteau County R-I School District	B	268
068-071	High Point R-III School District	A	29
068-072	Moniteau County R-V School District	A	63
068-073	Moniteau County R-VI School District	A	149
068-074	Moniteau County C-1 School District	A	42
068-075	Clarksburg C-2 School District	A	28
069-104	Middle Grove C-1 School District	A	46
069-106	Monroe City R-I School District	A	177
069-107	Holliday C-2 School District	A	19
069-108	Madison C-3 School District	A	43
069-109	Paris R-II School District	A	79
070-092	Wellsville-Middletown R-I School District	A	81
070-093	Montgomery County R-II School District	B	281
071-091	Morgan County R-I School District	A	157
071-092	Morgan County R-II School District	B	375
072-066	Risco R-II School District	A	27
072-068	Portageville School District	A	159
072-073	Gideon School District	A	50
072-074	New Madrid County R-I School District	B	307
073-099	East Newton County R-VI School District	B	293
073-102	Diamond R-IV School District	A	188
073-105	Westview C-6 School District	A	32
073-106	Seneca R-VII School District	B	315
073-108	Neosho R-5 School District	B	970
074-187	Nodaway-Holt R-VII School District	A	42
074-190	West Nodaway County R-I School District	A	62
074-194	Northeast Nodaway County R-V School Distri	A	58
074-195	Jefferson C-123 School District	A	26
074-197	North Nodaway County R-VI School District	A	63
074-201	Maryville R-II Schools	B	371
074-202	South Nodaway County R-IV School District	A	31
075-084	Couch R-I School District	A	22
075-085	Thayer R-II School District	A	110
075-086	Oregon-Howell R-III School District	A	51
075-087	Alton R-IV School District	A	145
076-081	Osage County R-I School District	A	25

County/ District Code	School District	Funding Category	Number of 3 and 4 year olds
076-082	Osage County R-II School District	A	172
076-083	Osage County R-III School District	B	259
077-100	Thornfield R-I School District	A	14
077-101	Bakersfield R-IV School District	A	59
077-102	Gainesville R-V School District	A	111
077-103	Dora R-III School District	A	69
077-104	Lutie R-VI School District	A	33
078-001	North Pemiscot County R-I School District	A	49
078-002	Hayti R-II School District	A	169
078-003	Pemiscot County R-3 School District	A	33
078-004	Cooter R-IV School District	A	34
078-005	South Pemiscot Schools	A	137
078-009	Delta C-7 School District	A	16
078-012	Caruthersville School District	B	248
079-077	Perry County 32 School District	B	650
079-078	Altenburg 48 School District	A	30
080-116	Pettis County R-V School District	A	88
080-118	La Monte R-IV School District	A	72
080-119	Smithton R-VI School District	A	128
080-121	Green Ridge R-VIII School District	A	70
080-122	Pettis County R-XII School District	A	39
080-125	Sedalia 200 School District	C	1177
081-094	St. James R-I School District	B	354
081-095	Newburg R-II School District	A	79
081-096	Rolla 31 School District	B	921
081-097	Phelps County R-III School District	A	70
082-100	Bowling Green R-I School District	B	341
082-101	Pike County R-III School District	A	104
082-105	Boncl R-X School District	A	8
082-108	Louisiana R-II School District	A	125
083-001	North Platte County R-I School District	A	111
083-002	West Platte County R-II School District	A	98
083-003	Platte County R-III School District	B	788
083-005	Park Hill School District	C	2025
084-001	Bolivar R-I School District	B	525
084-002	Fair Play R-II School District	A	80
084-003	Halfway R-III School District	A	87
084-004	Humansville R-IV School District	A	103
084-005	Marion County Early R-V School District	A	108
084-006	Pleasant Hope R-VI School District	A	145
085-043	Swedeborg R-III School District	A	13
085-044	Pulaski County R-IV School District	A	102
085-045	Laquey R-V School District	A	142
085-046	Waynesville R-VI Schools	C	1356
085-048	Dixon R-I School District	A	199
085-049	Crocker School District	A	147
086-100	Putnam County R-I School District	A	163
087-083	Ralls County R-II School District	A	143
088-072	Northeast Randolph County R-IV School Distr	A	75

ATTACHMENT B - Census data

County/ District Code	School District	Funding Category	Number of 3 and 4 year olds
088-073	Renick R-V School District	A	33
088-075	Higbee R-VIII School District	A	45
088-080	Westran R-I School District	A	114
088-081	Moberly School District	B	515
089-077	Stet R-XV School District	A	15
089-080	Lawson R-XIV School District	A	200
089-087	Orrick R-XI School District	A	57
089-088	Hardin-Central C-2 School District	A	41
089-089	Richmond R-XVI School District	B	310
090-075	Centerville R-I School District	A	31
090-076	Southern Reynolds County R-IV School Distric	A	111
090-077	Bunker R-III School District	A	63
090-078	Lesterville R-IV School District	A	23
091-091	Naylor R-II School District	A	47
091-092	Doniphan R-I School District	B	309
091-093	Ripley County R-IV School District	A	27
091-095	Ripley County R-III School District	A	15
092-087	Fort Zumwalt R-II School District	C	3958
092-088	Francis Howell School District	C	3540
092-089	Wentzville R-IV School District	C	3305
092-090	St. Charles R-VI School District	C	1394
092-091	St. Charles County R-V School District	B	363
093-120	Appleton City R-II School District	A	54
093-121	Roscoe C-1 School District	A	18
093-123	Lakeland R-III School District	A	87
093-124	Osceola School District	A	80
094-076	Bismarck R-V School District	A	126
094-078	Farmington R-7 School District	B	838
094-083	North St. Francis County R-I School District	B	628
094-086	Central R-III School District	B	413
094-087	West St. Francis County R-IV School District	A	177
095-059	Ste. Genevieve County R-II School District	B	432
096-088	Hazelwood School District	C	3720
096-089	Ferguson-Florissant School District	C	2378
096-090	Pattonville School District	C	1089
096-091	Rockwood School District	C	3714
096-092	Kirkwood School District	C	1334
096-093	Lindbergh R-VIII School District	C	1238
096-094	Mehlville School District	C	2510
096-095	Parkway School District	C	3821
096-098	Affton School District	B	626
096-099	Bayless School District	B	405
096-101	Brentwood School District	B	204
096-102	Clayton School District	B	305
096-103	Hancock Place School District	B	265
096-104	Jennings School District	B	638
096-106	Ladue School District	B	784
096-107	Maplewood-Richmond Heights School Distric	B	389
096-109	Normandy School District	C	1270

County/ District Code	School District	Funding Category	Number of 3 and 4 year olds
096-110	Ritenour School District	C	1533
096-111	Riverview Gardens School District	C	1713
096-112	University City School District	C	1038
096-113	Valley Park School District	B	254
096-114	Webster Groves School District	C	1047
097-116	Miami R-I School District	A	21
097-118	Orearville R-IV School District	A	14
097-119	Malta Bend R-V School District	A	18
097-122	Hardeman R-X School District	A	20
097-127	Gilliam C-4 School District	A	11
097-129	Marshall School District	B	496
097-130	Slater School District	A	64
097-131	Sweet Springs R-VII School District	A	71
098-080	Schuyler County R-I School District	A	153
099-078	Gorin R-III School District	A	19
099-082	Scotland County R-I School District	A	175
100-059	Scott City R-I School District	A	196
100-060	Scott County R-II School District	A	158
100-061	Scott County R-IV School District	A	199
100-062	Scott County Central Schools	A	68
100-063	Sikeston School District	B	752
100-064	Kelso C-7 School District	A	62
100-065	Oran R-III School District	A	68
101-105	Winona R-III School District	A	98
101-107	Eminence R-I School District	A	60
102-081	Shelby County C-1 School District	A	70
102-085	Shelby County R-IV School District	A	157
103-127	Richland R-I School District	A	44
103-128	Bell City R-II School District	A	67
103-129	Advance R-IV School District	A	96
103-130	Puxico R-VIII School District	A	125
103-131	Bloomfield School District	A	145
103-132	Dexter R-XI School District	B	436
103-135	Bernie School District	A	93
104-041	Hurley R-I School District	A	59
104-042	Galena R-II School District	A	109
104-043	Crane R-III School District	A	94
104-044	Reeds Spring R-IV School District	B	321
104-045	Blue Eye School District	A	86
105-123	Green City R-I School District	A	59
105-124	Milan C-2 School District	A	154
105-125	Newtown-Harris R-III School District	A	18
106-001	Bradleyville R-I School District	A	32
106-002	Taneyville R-II School District	A	61
106-003	Forsyth R-III School District	B	217
106-004	Branson R-IV School District	B	829
106-005	Hollister R-V School District	B	228
106-006	Kirbyville R-VI School District	A	103
106-008	Mark Twain R-VIII School District	A	13

ATTACHMENT B - Census data

County/ District Code	School District	Funding Category	Number of 3 and 4 year olds
107-151	Success R-VI School District	A	35
107-152	Houston R-I School District	A	176
107-153	Summersville R-II School District	A	98
107-154	Licking School District	B	209
107-155	Cabool School District	A	163
107-156	Plato R-V School District	A	117
107-158	Raymondville R-7 School District	A	32
108-142	Nevada R-V School District	B	549
108-143	Bronaugh R-VII School District	A	56
108-144	Sheldon R-VIII School District	A	51
108-147	Northeast Vernon County R-I School District	A	76
109-002	Wright City R-II School District	B	379
109-003	Warren County R-III School District	B	698
110-014	Kingston K-14 School District	A	190
110-029	Potosi R-III School District	B	409
110-030	Richwoods R-VII School District	A	59
110-031	Valley R-VI School District	A	92
111-086	Greenville R-II School District	A	138
111-087	Clearwater R-I School District	A	174
112-099	Niangua R-V School District	A	62
112-101	Fordland R-III School District	A	144
112-102	Marshfield R-I School District	B	596
112-103	Seymour R-II School District	B	353
113-001	Worth County R-III School District	A	52
114-112	Norwood R-I School District	A	92
114-113	Hartville R-II School District	A	123
114-114	Mountain Grove R-III School District	B	336
114-115	Mansfield R-IV School District	A	169
114-116	Manes R-V School District	A	21
115-115	St. Louis City School District	D	9724

MISSOURI PRESCHOOL PROGRAM

Learning Communities Project

Materials and Supplies Guide for Early Learning Classrooms

BLOCK AREA

There must enough blocks for 3 children to create large, independent structures. Accessories should include the following categories: small people, vehicles, animals, and other.

____ Unit Block Set *(Large Quantity Set)*
____ Hollow Blocks

Accessories

Small People *(select at least 2)*
____ Multicultural Families
____ Special Needs
____ Community Helpers
____ Kids set

Vehicles
____ Small and Large Cars
____ Trucks
____ Construction Equipment

Animals (*select at least 2)*
____ Farm
____ Zoo
____ Forest
____ Other Animals

Other
____ Unit Block Tunnel and Arches Set (Include multicultural set)
____ Road Sign Set
____ Vehicles (include small and large cars, trucks, others)
____ Rug
____ Block Storage Unit
____ Books (Construction, Car, etc.)
____ Writing Materials
____ Posters, Blue Prints, Maps

ART AREA

Classrooms should have materials from each category.

Drawing
____ Crayons (Basic Colors and People Colors)
____ Markers (Washable, All Colors)
____ Drawing Paper (White or Manila)
____ Pencils or Pens
____ Chalk

Paints

____ Washable Finger Paints (All colors)
____ Tempera Paint (All Colors and Multicultural Colors)
____ Watercolors

Three-Dimensional Objects

____ Playdough
____ Clay
____ Wood Scraps
____ Boxes

Collage Materials

____ Glue and Glue Sticks
____ Colored Construction Paper (All Sizes, Colors and Textures)
____ Collage Materials (Example: cotton balls, craft sticks, feathers)

Tools

____ Scissors
____ Paint Brushes (All sizes, thick and thin)
____ Paint Cups
____ Art Easel (multisided)
____ Cookie Cutters and Playdough Tools
____ Tape (Scotch, Masking and Colored)
____ Paint Smocks
____ Hole Punch
____ Stapler
____ Weaving Materials
____ Books (Story and Nonfiction, example: famous artist)
____ Art Posters

DRAMATIC PLAY

Dramatic play materials should allow for children to act out roles. Materials should be accessible so children can play out housekeeping and other themes.

____ Dress-Up Clothes (Men's and Women's)
____ Dolls (Include male and female, multicultural)
____ Doll Equipment (blankets, stroller, etc.)
____ Kitchen Set
____ Table & Chairs (Child-size)
____ Food
____ Dishes
____ Cleaning Equipment
____ Mirrors (Full length and hand held)
____ Materials That Show Numerals (Telephones, Calculators, Price Tags, Cash Registers)
____ Storage Unit
____ Other Role Props (Example: Office, Store, Camping, etc.)
____ Print Materials (Magazines, Books, Menus)
____ Paper & Writing Tools
____ Dollhouse Sets (Fire house, Garage, Farm Set)

FINE MOTOR

Fine Motor materials fall into 4 categories: interlocking building materials, art materials, manipulatives, and puzzles. (Suggested Art Materials are found in the Art section). There should be materials from each category.

Interlocking Building Materials

____ Legos
____ Gears Set
____ People Builders or Other Builders

Manipulatives

____ Magnatiles
____ Stringing Beads
____ Pegs and Pegboards
____ Sewing Cards
____ Table Blocks

Puzzles

____ Floor Puzzles
____ Framed Puzzles

MATH MATERIALS

Math materials fall into 3 categories: Counting/Comparing Quantities, Measuring/comparing Size and Parts of Whole, and Familiarity with Shapes. There should be materials from each category.

Counting and Comparing Quantities

____ Magnetic or Plastic or Foam Number Set
____ Counters
____ Games (Board Games, Card Games, Teacher-Created Games)
____ Tactile Numbers
____ Dice
____ Charts (Number Chart, Graphing Charts)
____ Books (Counting Books)

Measuring/Comparing Sizes and Parts of Whole

____ Sorting Sets
____ Balance
____ Rulers
____ Tape measure, Yard Stick, Height Chart
____ Measuring Cups

Familiarity with Shapes

____ Geo Boards
____ Pattern and Shape Blocks
____ Three Dimensional Items (Example: Cones, Cubes, etc.)
____ Shape Puzzles
____ Shape Books

NATURE/SCIENCE

Nature and Science materials fall into 5 categories. There should be at least 3 items from each category.

Living Things

____ Plants
____ Class Pets
____ Outside Garden

Natural Items

____ Bird's Nest
____ Natural Collections (Seashells, Seeds, Rocks)

Factual Books/Nature Science Picture Games

____ Books about Weather, Animals, Birds, etc.

Tools

____ Magnifying Glasses (All Sizes)
____ Magnets
____ Measuring Cups
____ Scales
____ Coloring Mixing Materials
____ Flashlights
____ Compass
____ Tweezers or Tongs
____ Safety Equipment (Goggles, Gloves etc.)
____ Eye Droppers
____ Lever, Pulleys, Pinwheels
____ Telescope, Binoculars
____ Thermometers
____ String
____ Wax Paper, Aluminum Foil, etc.

Sand or Water with Toys

____ Plastic Containers and Tubs
____ Plastic Tubing
____ Sand and Water Table
____ Paper and Writing Tool
____ Poster and Charts

LIBRARY/LANGUAGE AREA

Language and literacy materials should include at least 20 books for 10 children or 30 books for 15 children. Other language materials should be present.

____ Alphabet Chart
____ Book Rack (Book Fronts should be displayed)
____ Carpet or Rug
____ Soft Materials (Example: Pillows, Bean Bags, etc.)
____ CD or Tape Player
____ Books on CD or Tape
____ Headphones
____ Puppets (Teacher-Made and Purchased)
____ Flannel Board and Flannel Pieces
____ Big Book Easel/Storage

____ Books (High Quality)
- Non-Fiction
- Picture Books
- Simple Stories
- Predictable Books
- Rhyming books
- Multicultural Books
- Gender Diversity Books
- Alphabet Books
- Nursery Rhymes
- Poetry

____ Big Books (High Quality)

WRITING AREA

Writing and Print materials should be used so that children become familiar with print.

____ Magnetic or Foam or Plastic Letters
____ Alphabet Chart
____ Alphabet Books and Picture Dictionary
____ Rubber Stamps and Stamp Pads
____ Chalk or Magnetic/White Board
____ Tracing Letters
____ Paper (Variety of UNLINED Paper)
____ Stapler
____ Scissors
____ Tape
____ Writing Tools (Pencils, Markers, Colored Pencils, etc.)
____ Number Charts
____ Envelopes
____ Cards
____ Stickers
____ Stencils
____ Cubbies for Supplies
____ Folders, Journals
____ Storage for Supplies (Example: Pencil Cups, Marker Stands, etc.)
____ Pencil Sharpener
____ Recipe Charts, Procedure Charts, Children's Names, Label and Pictures

MOVEMENT AND MUSIC AREA

Music and movement should be part of the children's daily experiences. Materials should include instruments as well as movement props.

____ CD or Tape Player (Children Can Use)
____ Headphones
____ CD's And Tapes
- Classical Music
- Jazz Music
- Country and Western
- Multicultural Music
- Children's Music
- Bluegrass Music

____ Movement CD's or Tapes
Bean Games
Movement Games
____ Bean Bags
____ Musical Instruments (Include Variety and Multicultural) (At Least 10 or One per Child)
____ Scarves
____ Ribbons
____ Books that go with Songs (Example: Down by the Station, etc.)
____ Parachute

DIVERSITY ITEMS

There are 5 categories of diversity: Age, Ability, Race, Culture, and Non-Traditional Gender Roles. There should be materials from 4 of the 5 categories. There must also be at least 10 diversity items found in the classroom with 1 example in each of the following categories: books, displayed pictures, and accessible play materials.

____ Books
____ Posters
____ Photos
____ Dramatic Play Materials (Food, Dolls, Puzzles)

OUTDOOR AREA

There should be both portable and stationary equipment.

____ Balls (All shapes and sizes)
____ Riding Toys (Pedal and Steer)
____ Safety Equipment (Helmets, etc.)
____ Climbing Equipment
____ Balancing Equipment
____ Sports Equipment
____ Portable Equipment (Hula Hoops, Jump Robes, Rakes, Bug Catchers, etc.)
____ Large Vehicles (Bull Dozer, Trucks, Dump Trucks, etc.)
____ Benches or Picnic Table (Child size)
____ Natural Items (Example: Plants, Trees, Flowers)
____ Sidewalk Chalk
____ Sand Box and Equipment (Example-Shovels, Trucks, Rakes)
____ Greenhouse Equipment (Example: Flower Pots, Seed, Dirt, etc.)
____ Bubbles and Wands
____ Other Materials (Dramatic Play Items, Books and Literacy Items, Art Items, etc.)