

Missouri Department of  
Elementary and Secondary Education (DESE)

**MISSOURI PRESCHOOL PROGRAM (MPP)**

Early Learning  
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<https://dese.mo.gov/quality-schools/early-learning/missouri-preschool-program>

Dr. Margaret Vandeven, Commissioner of Education

**2019-2020 Administrative Manual –  
Renewal Programs**

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### Attachment:

- A. Materials and Supplies Guide for Early Learning Classrooms

### Additional Links (click below for additional information):

#### Accreditation

- [Missouri Accreditation](#)
- [NAEYC Accreditation](#)

#### Curriculum

- [DESE Approved Curriculums](#)

#### General Information

- [Child and Adult Care Food Program \(CACFP\)](#)
- [Child Care Aware](#)
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- [NAEYC Developmentally Appropriate Practices](#)
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- [T.E.A.C.H. Early Childhood® Missouri](#)

#### Licensing Information

- [Licensing and Inspection of Child Care Facilities in Missouri](#)

## 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.

1.2 This grant is for programs that will result in high quality early care and education for age eligible children. Age eligible children are defined for the purposes of the grant 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<sup>st</sup> of the program year.

The grant 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 grant.

1.4 Programs that are awarded and have successfully completed the initial award can be eligible for a maximum of 4 renewal awards.

## 2. SPECIFIC REQUIREMENTS

### 2.1 Grant Requirements:

- 2.1.1 Renewal grantees are governmental entities, public schools or private agencies who have successfully completed the previous year's contract.
- 2.1.2 Religious entities are not eligible to apply to DESE for funds based on the *Missouri Constitution*, Article IX, Section 8.

### **Licensing**

- 2.1.3 All grantees must have the appropriate Child Care Center license, 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.
- 2.1.4 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.
- 2.1.5 Grantees must be in good standing with DHSS and should be operating at full licensed capacity.

### **Program Structure**

- 2.1.6 The preschool program must provide **6.5 hours daily** of developmentally appropriate educational activities for each child enrolled between the hours of 7:30 a.m. and 5:00p.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.**

- 2.1.7 The grantee must provide a preschool program that is in operation for five full days a week, for a 12 month period with all enrolled children attending full day, five days a week.

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 hours.

- 2.1.8 The MPP classroom must serve a minimum of 10 age-eligible children per classroom and have no more than 20 age-eligible children in a classroom. **Only age-eligible children should be served in the MPP classroom.**
- 2.1.9 All children participating in a public school MPP program must have a MOSIS number. This is a randomly generated state identification number.
- 2.1.10 The program must implement a sliding fee scale to ensure all families, regardless of income, have an opportunity to participate.

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

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

2.1.12 The program must offer no less than two parent-teacher conferences annually.

2.1.13 The program must obtain Missouri Accreditation (MOA) or the National Association for the Education of Young Children (NAEYC) Accreditation prior to the beginning of year four of operation.

### **Staff**

2.1.14 MPP staff must meet the teacher qualifications outlined in Section 2.2.5.

2.1.15 Classrooms with 10 children must have a lead teacher. An assistant teacher is required if more than 10 children are enrolled in the MPP classroom.

2.1.16 Staff in the MPP classrooms must complete training (see section 2.2.6) and implement the curriculum in the classroom. Training should be completed within six months after hire of new lead teacher(s) or assistant teacher(s).

- Staff must participate in continuous professional development associated with the selected curriculum model.

2.1.17 Staff in the MPP classroom(s) must be trained in the two-day Desired Results Developmental Profile (DRDP) training sponsored by DESE. Teachers and assistant teachers will document each child's growth and development using the DRDP. This information will be used to guide learning activities in the classroom.

2.1.18 All staff in the MPP classroom(s) will participate in the MPP Learning Communities including on-site consultation and a minimum of two regional professional development opportunities each, per program year.

2.1.19 Staff have written individualized annual professional development plans (evaluations).

### **Administration**

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

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

2.1.22 All programs must have the ability to communicate electronically to inform DESE of changes to the program that impact delivery of service or compliance including but not limited to, change in staff, enrollment or licensing issues.

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

2.1.24 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)

- 2.1.25 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)
- 2.1.26 The MPP funds cannot be used to supplant or replace any existing preschool program or staff.

### **Eligibility for Future Funding**

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

## **2.2 Program Development Requirements:**

- 2.2.1 The grantee must agree and understand that 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 anytime.

- 2.2.2 The grantee may be required to develop and submit a new or revised plan as requested by DESE. The grantee must prepare and submit all such future program plans within a time frame stipulated by 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 community 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; 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 **Staff qualifications.** All preschool programs funded by the MPP must utilize lead teachers and assistant teachers who have one of the following minimum qualifications at the time the program begins operation or at the time of hire. 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 -

- Two-Year Associate Degree in Child Care/Education
- Child Development Associate (CDA) Credential™; or
- 60 college hours with a minimum of **nine** 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.

*Assistant Teachers hired prior to July 1, 2018 may meet 60 college hours with a minimum of **three** 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.*

C. Substitute teacher -

- Must meet requirements set forth by the Missouri Department of Health and Senior Services, Section for Child Care Regulation and accrediting source.

2.2.6 **Curriculum models.** Preschool programs must implement a nationally recognized preschool curriculum model that is approved by DESE. All staff 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. On-line training for these required pieces is not allowed.**

**Creative Curriculum** - Provided by Teaching Strategies

- Implementing The Creative Curriculum® (2 days)
- Teaching Intentionally in the Interest Areas (The Creative Curriculum® for Preschool) (2 days)
- Supporting Social-Emotional Development and Learning (The Creative Curriculum® for Preschool) (2 days)

**Emerging Language & Literacy Curriculum** - Provided by the Institute for Professional Development at the University of Missouri.

- ELLC 5-Day Institute

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

- Introduction to the HighScope Curriculum for Preschool Teachers (one-week overview)

**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)

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

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.** Programs are required to establish an advisory committee to engage parents with children in the MPP classroom(s). This advisory committee must meet at least twice annually. It is important that the grantee develop a protocol for the size and structure of the committee including member responsibilities and establishing an overall purpose. Membership should be reflective of the community. The committee can have several functions that support the established purpose. Some grantees may choose to broaden their membership to include program staff and/or key stakeholders in the community, but must be reflective of parent perspectives. Another option may be to combine the MPP Parent Advisory Committee with other committees that have similar goals and structure.

Documentation must be on file that includes a list of members, sign-in sheets, dates of meetings, and meeting minutes. Programs that combine advisory committee's must ensure that the MPP program is included as a focus area in a minimum of two meetings annually. The focus must be documented in both the agenda and 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. Information must include how program growth issues will be addressed such as recruitment methods. A sliding fee schedule or sliding scale scholarship based on family income is required for families whose income does not exceed 185% of the federal poverty level.
- 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 and 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<sup>®</sup>, follow-up/advanced training of the selected curriculum model provided only by the approved curriculum source, professional conferences, seminars, consultants, and the DESE required two regional meetings. MPP funds only support professional development opportunities that are above and beyond 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 Purchased Services.

## 2.3 Funding:

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 2.1.3 and 2.1.5 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. The grantees must also be in good standing with DHSS and should be operating at full licensed capacity with full enrollment in the MPP classroom.

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.**

4 <sup>th</sup> Year Award (3 <sup>rd</sup> Renewal)	5 <sup>th</sup> Award (4 <sup>th</sup> Renewal)
School Year - \$3,950 per child	School Year - \$3,900 per child
12 month - \$4,450 per child	12 month - \$4,400 per child

**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 grant. All substitutes will be reported under salaries as well. Salary for an assistant teacher will be paid by MPP funds when enrollment exceeds 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. For more information, refer to the [Department of Elementary and Secondary Education Administrative Rules Chapter 640 – School Buildings](#).

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 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 grant 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 grant including all renewals. All information contained within this grant, 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 an inventory 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 at the discretion of DESE.

### 3. GRANT SUBMISSION INFORMATION

#### 3.1 Submission of Grants:

- 3.1.1 The renewal application and budget must be completed and submitted through ePeGS in the Web Applications system by May 15, 2019.
- 3.1.2 The grantee is cautioned that it is the grantee's sole responsibility to submit a complete application and budget 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 approval of the application.

**QUESTIONS:** Erica McClary, DESE-Early Learning Section  
Phone: 573-751-2095  
[Erica.McClary@dese.mo.gov](mailto:Erica.McClary@dese.mo.gov)

**ACCESS THE APPLICATION:** [DESE Web Applications Login](#)

***Application(s) and budget(s) must be submitted by May 15, 2019.***

#### **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 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, all required reports and documentation and provided the grantee is compliant with all requirements set forth in the MPP Administrative Manual, the state agency shall reimburse the grantee the requested amount not to exceed 80% of the approved budget total. The remaining 20% will be available for reimbursement after the Final Expenditure Report and MPP Final Report are submitted.
- 5.3 Programs must submit their Final Expenditure Reports (FER) in ePeGS by May 15, 2020. All expenses that would be expended by June 30, 2020 must be included in the programs FER.

## 6. OTHER GRANT REQUIREMENTS

- 6.1 **Grant Period.** The original grant period shall be as stated in the grant. The grant shall not bind, nor purport to bind, 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 four 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 DESE. Grants will be funded for a one-year period with four annual renewals 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.

- 6.2 **Termination.** DESE reserves the right to terminate the grant at any time, for the convenience of DESE, without penalty or recourse, by giving written notice to the grantee at least 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 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, 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 **DESE Property.** 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 DESE.

- A. The grantee shall be responsible for obtaining copyrights as appropriate in the name of DESE as instructed and approved by 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
  - 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 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 DESE. Upon expiration, termination, or cancellation of the grant, said items shall become the property of 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 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 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 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 goodstanding (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 **Blended Funding** – When two or more funding sources are pooled to support educational costs to ensure consistency, eliminate duplication of services, allow for maximum flexibility of funds, and reduce burden.
- 7.5 **Capacity** – The child care program’s enrollment/attendance is at the maximum number of children allowed for the space being utilized.
- 7.6 **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.
- 7.7 **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.
- 7.8 **Community** – The school district’s boundaries in which your program is located.
- 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 **Early Childhood Environment Rating Scale (ECERS-3)** – A comprehensive global definition of quality and the reliance on observation as the primary source of information on which to base the assessment of classroom quality.
- 7.13 **English Learners (EL)** – Students who are unable to communicate fluently or learn effectively in English, who often come from non-English-speaking homes and backgrounds, and who typically require specialized or modified instruction.
- 7.14 **Fiscal Year** – When the term fiscal year is used it is referring to DESE’S fiscal year of July 1 – June 30.
- 7.15 **Floor Plans** – Boundaries are well defined by low shelves, stable screens, or walls with openings so that children and adults can see into areas.
- 7.16 **Free Priced and Reduced Priced Lunch** – When a family’s income is below the poverty level they may qualify for a fully funded lunch or partially funded lunch through the United States Department of Agriculture.

- 7.17 **Full Day** – A full day preschool program is considered to be 6.5 hours a day.
- 7.18 **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.
- 7.19 **Grantee** – The person, who is identified as the Lead Agency, awarded the grant.
- 7.20 **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.
- 7.21 **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.
- 7.22 **Lead Teacher Qualifications** – The educational training and experience required to hold a teaching position for MPP.
- 7.23 **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.
- 7.24 **Low-Income** – Low-income children in a public school are children counted by the district in families eligible for free priced and reduced priced 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.
- 7.25 **Missouri Preschool Program (MPP)** – The Department of Elementary and Secondary Education’s portion of House Bill 1519.
- 7.26 **Program Year** – The program year is the time frame which MPP students are being served.
- 7.27 **Site** – Physical location of proposed license.
- 7.28 **Sliding Fee Scale** – This parental fee schedule is based on family income. It is required for families whose income does not exceed 185% of the federal poverty level.
- 7.29 **Sliding Scale Scholarship System** – The district established scholarship scale for all other slots to support the program. The district may establish multiple tiers for scholarships to ensure children, regardless of income, have access to preschool services.
- 7.30 **Special Needs** – Children identified by school district personnel as needing special education services.
- 7.31 **Supplant** – When existing funds such as, Title I or local funds, are replaced with MPP funds.
- 7.32 **Two-Year Associate Degree** – A level of educational training obtained through a community college, college or university.
- 7.33 **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** – Four-year college degree in Child Development
- 8.2 **CDA** – Child Development Associate
- 8.3 **DESE** – Department of Elementary and Secondary Education
- 8.4 **DHSS** – Department of Health and Senior Services
- 8.5 **DSS** – Department of Social Services
- 8.6 **EC** – Early Childhood Teacher Certification
- 8.7 **ECE** – Early Care and Education
- 8.8 **ECSE** – Early Childhood Special Education Teacher Certification
- 8.9 **EIN** – Employee Identification Number
- 8.10 **H.B. 1519** – House Bill 1519
- 8.11 **IFG** – Invitation for Grant
- 8.12 **LEA** – Local Educational Agency
- 8.13 **MOA** – Missouri Accreditation
- 8.14 **MOSIS** – Missouri Student Information System
- 8.15 **MPP** – Missouri Preschool Program
- 8.16 **NAEYC** – National Association for the Education of Young Children
- 8.17 **PAT** – Parents as Teachers
- 8.18 **PTA** – Parent Teacher Association
- 8.19 **PTO** – Parent Teacher Organization

# **ATTACHMENT**

# **ATTACHMENT A**

MISSOURI PRESCHOOL PROGRAM



*Learning Communities Project*

## **Materials and Supplies Guide for Early Learning Classrooms**

### **BLOCK AREA**

*There must be 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.)