

## Missouri Preschool Project

### ACCREDITATION

The accreditation process provides access to standards that serve as guidelines associated with quality programs. Programs that achieve accreditation demonstrate a commitment to providing quality services for young children and families.

Select at least one accrediting source:

MOA  
(Missouri Accreditation)

NAEYC  
(National Association for the Education of  
Young Children Accreditation)

**Include:**

- If the program is accredited, a copy of the current accreditation certificate must be on file.
- If the program is not accredited, a narrative explaining the program's status in attaining accreditation.

*\* New programs awarded after FY13 must be accredited prior to the beginning of the 4<sup>th</sup> year of operation. MPP programs operating in a center will be required to accredit the entire center including the infant/toddler classrooms and school age classrooms.*

## *Missouri Preschool Project*

### APPLICATION

**An approved application (approved by your DESE Supervisor)**

**Include:**

- A copy of the MPP Application your program submitted.

## *Missouri Preschool Project*

### **APPROVED BUDGET**

#### **An Approved Budget (approved by your DESE Supervisor)**

##### **Include:**

- A copy of the approved MPP budget.
- A copy of all amendments to the budget.
- All MPP Budget Applications, Amendments, Invoicing and Final Expenditure Reports are located in the ePeGS system.

**DAILY SCHEDULE**

**Include:**

- A copy of the daily schedule for each MPP classroom.

**ENROLLMENT/ATTENDANCE**

**Include:**

- Class list with attendance.
- Enrollment record for each child enrolled in a MPP classroom. You may use the enrollment form provided by DHSS. Enrollment records may be filed on site but must be readily available for review.

# Missouri Preschool Project

## CLASS LIST

Complete a class list for each MPP classroom.

Teacher \_\_\_\_\_ Location \_\_\_\_\_

Teacher Assistant \_\_\_\_\_ School Year \_\_\_\_\_

Name	MOSIS ID No. (Assigned by district/program)	Birthday (Must be age 3 or 4 before August 1 <sup>st</sup> )	Entrance Date	Exit Date	Full / Half Day	Parental Fee
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

**Please make additional copies as needed to accommodate children who exit or enter the program throughout the year.**

*Missouri Preschool Project*

**ENROLLMENT RECORD**

<http://health.mo.gov/safety/childcare/pdf/enrollform.pdf>

**FINAL EXPENDITURE REPORT  
FINAL PROGRAM REPORT**

**Include:**

- A completed copy of the Final Expenditure Report. This report is due by May 15<sup>th</sup> and should include all expenditures from July 1 through June 30<sup>th</sup>. The Final Expenditure Report must be submitted in the ePeGS system.  
<https://k12apps.dese.mo.gov/webLogin/login.aspx>
- A completed copy of the Final Program Report. This report is due by May 15<sup>th</sup>. This report is located on the DESE, Early Learning Website. <http://dese.mo.gov/eel/el/MPP/index.htm>

## GUIDELINES

The Missouri Preschool Program Guidelines are updated each year and can be downloaded at:

<http://dese.mo.gov/eel/el/MPP/index.htm>

**Include:**

- A copy of the Missouri Preschool Program Guidelines.

## INVENTORY

**Include:**

- A copy of the inventory list.

*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 contractor/grantee shall maintain a listing of such items for review by DESE upon request.*



*Missouri Preschool Project*

**OTHER**

**PARENT ADVISORY COMMITTEE**

**Include:**

- List of members;
- Sign in sheets;
- Dates of meetings; and
- Meeting minutes.



**PARENT  
EDUCATION/INVOLVEMENT**

**Include:**

Documentation of all parent education activities such as:

- Parent Education/Involvement Summary
- Personal Visit Report(s)
- Parent/Teacher Conference schedule
- Parent Group Connections schedule including dates, minutes and sign-up sheets
- Copy of newsletters
- Volunteer activities
- Parent Child Activities

Missouri Preschool Project

**PARENT EDUCATION**

Choose those activities that apply to your program.

**A. Personal Visits-**

Yes or No	Visits Provided By	Number of visits offered	Number of Families who participated
	Parents as Teachers		
	MPP Teachers		

**B. Parent Education Activities-**

Yes or No	Activities	Number of activities offered	Number of families who participated
	Parent/Teacher Conferences		
	Parent and Child Activities		
	Parent Group Connections		
	Newsletters		
	Other: Explain Below		

**C. Other:**



## PARENTAL FEE SCHEDULE

**Include:**

- A copy of the parental fee schedule
- A copy of the sliding fee scale for low-income families

## PAYMENTS/INVOICES

**Include:**

- A copy of all invoices submitted to DESE for reimbursement. Programs must utilize the ePeGS system to invoice.  
<https://k12apps.dese.mo.gov/webLogin/login.aspx>

## PROFESSIONAL DEVELOPMENT

### **Include:**

Documentation of professional development provided by MPP funds for teachers and teacher assistants such as:

- Curriculum Training -
  1. Certificate of Completion
  2. Letter from training source verifying attendance
- Follow-up/Advanced training of the selected curriculum model provided only by the approved curriculum source.
- College Credit - Through T.E.A.C.H. Early Childhood® Missouri
  1. Transcript
- Professional Early Learning Conferences -
  1. Certificate of Attendance

*Missouri Preschool Project*

<b>PROFESSIONAL DEVELOPMENT</b>
---------------------------------

Complete one for each teacher/teacher assistant in classrooms supported by MPP funds.

Name of Staff	Position

Research-Based Curriculum Training	Date of Attendance	Completion Date

*\*Lead/Assistant teachers who have already received the initial curriculum would report evidence of follow-up/advanced training of the selected curriculum model provided only by the approved curriculum source.*

College Courses	Date of Attendance	Completion Date

Other Professional Development Activities (conferences and seminars)	Date of Attendance	Completion Date

## PROGRAM EVALUATION

### Include:

- MPP On-site Consultation Reports  
(Initial Visit & Subsequent Visits)
- MPP Self-Monitoring Report  
(<http://dese.mo.gov/eel/el/MPP/index.htm>)
- Local program evaluation
  1. Rate of Staff Participation in Professional Development
  2. Rate of Parent Participation in Parent Education/Involvement Activities
  3. Parent Questionnaire
- Teacher Evaluations
- Other

## STATE LICENSURE

(From the Missouri Department of Health and Senior Services (DHSS), Section for Child Care Regulation)

### **Include:**

- A copy of the Application for Licensing.
- A copy of the current license.

***Important Note:*** *Contractors/grantees must be in good standing with DHSS.*

## STUDENT EVALUATION

**Include:**

Documentation on how students are evaluated for progress such as:

- Desired Results Developmental Profile (DRDP)
- Child Observation Record (COR)
- Observational Checklist
- Portfolios
- Project Construct Assessment
- Work Sampling
- Others (Please include description)

**Note:** A student evaluation must be on file for each child and available for review by DESE.

## TEACHER/TEACHER ASSISTANT QUALIFICATIONS

**Include:**

Documentation of qualifications for each teacher and/or teacher assistant such as:

LEAD TEACHER	TEACHER ASSISTANT
<ul style="list-style-type: none"> <li>▪ Early Childhood Teacher Certification = <b>EC</b></li> <li>▪ Early Childhood Special Education Teacher Certificate = <b>ECSE</b></li> <li>▪ A four-year college degree in Child Development = <b>4CD (Transcript)</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Child Development Associate = <b>CDA Certificate</b></li> <li>▪ Two-Year Associate Degree in Child Care/Education = <b>ACC (Certificate)</b></li> <li>▪ Sixty 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. = <b>60 HRS (Transcript)</b></li> </ul>

**10% COMMUNITY SET ASIDE  
(Optional)**

**Include:**

- Complete Community Set Aside forms

*Missouri Preschool Project*

**COMMUNITY SET ASIDE  
(Optional)**

Complete only those sections that are applicable to your program.

**Section A. Accreditation Fees (MoA or NAEYC)**

Name of Program	Accreditation

**Section B. Funding Match for T.E.A.C.H. Early Childhood<sup>®</sup> MISSOURI**

Name of Program	Name of Staff

**Section C. Research-Based Curriculum Training**

Name of Program	Name of Staff Trained	Curriculum Model	Training Dates

**Section D. In-State Early Childhood Conferences Approved by DESE**

Name of Program	Name of Staff Trained	Name of Activity

(Make copies as needed.)