



## MEDINA CENTRAL SCHOOL DISTRICT

### **Oak Orchard Primary School**

335 West Oak Orchard St.  
Medina, New York 14103  
(585) 798-2700 ♦ Fax (585) 798-2352

Jennifer Stearns  
*Principal*

1/10/24

Dear Potential Community Partner,

The Board of Education of the Medina Central School District (hereinafter referred to as the "District") hereby invites the submission of proposals for the following professional services:

#### UNIVERSAL PRE-KINDERGARTEN PROGRAM

Due Date: Friday, March 22, 2024, 2:30PM

The District is seeking proposals from qualified agencies to Subcontract with the District under a Universal Pre-Kindergarten S 3602-e(12), under the United States Department of Education and United States Department of Health and Human Services in Partnership with New York State Education Department. The Agency will work in collaboration and under the supervision of the District to provide prekindergarten placements. The Agency is expected to enhance program quality by adopting "best practices" program standards including valid and reliable measures of environmental quality, the quality of teacher-student interactions, and student outcomes.

Successful proposer(s) shall provide Universal Pre-Kindergarten program services consisting of but not limited to, the following:

A. 6.5 hours per day, five days per week program for the four year olds (children born by December 1, 2020) for at least 180 days during the 2024-2025 school year.

B. The program must be aligned with all Medina Central School District policies and will meet the requirements of the policies and procedures set forth by New York State. The proposer will also follow all the regulations and policies regarding Statewide Universal Full Day Prekindergarten Program ("SUFDPK") registration and enrollment.

C. Agency must be able to screen the new entrants (Part 117 of Regulations) as per Child Screening and Assessment, Section 151-1(c): Health and Nutrition for the following; possibly gifted, a child with a disability and limited English proficient utilizing district approved assessments.

D. The Agency will work with the District to align curricula and instruction with NYS Prekindergarten Foundation for the Common Core and/or the anticipated Next Generation Learning Standards during the contracted period.

E. The Agency will also adopt approved quality indicators of assessment using evidence based research that is developmentally appropriate and aligned with the district's curriculum of instruction, as determined by the Board of Education and Superintendent of Schools.

F. The program will serve food that will meet National School Lunch Program and School Breakfast Program (NSLP and NSP) requirements. Meals/Snacks need to be provided in an environment conducive to staff/child interaction and appropriate to meet children's needs. There should be sufficient time for eating and interaction and social emotional growth.

G. Provide support services to children and families such as social and health related services by partnering with the District and other established partners.

H. Follow the district established school calendar and hours of operation, including the requirement of a minimum of 6.5 instructional hours per day. Teachers, leaders and staff are expected to participate in District provided professional development days especially Superintendent Conference days.

I. The Agency will help the transition of Pre-Kindergarten students to Kindergarten by providing the following services:

- Strengthening their cognitive skills.
- Increase early literacy skills (reading, writing, speaking, listening and information processing).
- Increase their creative and artistic abilities.
- Improve inter and intra personal skills, feelings of self-worth, and become independent at a developmentally appropriate level.
- Increase appreciation of diversity and improve understanding of their own heritage and its relationship to self-image and interactions with others.
- Enhance personal, physical and emotional wellness following the components of NYSED Social Emotional Learning Benchmarks. <http://www.p12.nysed.gov/sss/sel.html>
- Increase physical skills including fine and gross motor movement, kinesthetic and spatial relationships.
- Encourage parental involvement in their child's education.
- Ensure parents have ease of utilization and access to program and program services.
- Integrate preschool children with disabilities.

J. The Agency will also meet the needs of English Language Learners in the following categories:

- Language Instruction Educational Programming — Included in the U.S. DOE's Every Student Succeeds Act's (ESSA) Early Learning Non-Regulatory Guidance which contains explicit language related to the instruction to ELLs and providing professional development to teachers: "States must assist teachers (including preschool teachers), principals, and other school leaders, state educational agencies, and schools in establishing, in implementing and sustaining effective language instruction educational programs designed to assist in teaching English

Learners including immigrant children and youth.” [SEC.3102 Purposes]. In light of this guidance, the Agency teachers must:

- i. Understand language development.
- ii. Recognize the connection between the home language and English.
- iii. Connect oral language to emergent literacy.
- iv. Provide bilingual supports
  - Multilingual Learner Identification — Establish the use of NYSED's Emergent Multilingual Learners Language Profile for Prekindergarten Students to identify students who speak a language other than English.
  - Bilingual Instruction — Provide a combination of supports and instruction in the students' home language(s) while learning English (as per NYSED recommendation):
    - i. Include multilingualism in prekindergarten classes to align instruction with Medina Central School District's K-5 bilingual programs, i.e., include at least one (1) dual language Pre-K class as per current offering.
    - ii. Developmentally, culturally and linguistically responsive Pre-K academic curriculum and instruction.

K. Nursing services must be provided on site.

L. Security services will include an entrance greeter/security person.

M. All individuals providing services to students in the Universal Pre-Kindergarten Program must comply with the New York State Safe Schools Against Violence in Education (SAVE) law fingerprinting requirements. All such individuals must be cleared by the New York State Education Department in accordance with the provisions in the SAVE law prior to providing service under the Universal Pre-Kindergarten Program. Proof must be presented to the District of such clearances.

N. The Agency will keep daily attendance records and will provide them monthly to the District's Administrator of the Pre-Kindergarten Program.

O. The Agency will forward all completed Universal Pre-K application form plus the following proof of residency to the District Administrator of the Pre-Kindergarten Program at 1 Mustang Drive Medina, NY 14103 for each child (unless this information has already been provided to the Administrator of the Pre-Kindergarten Program). Following are the (3) three proofs of address:

- A current, signed residential lease agreement for property within the District;
- A current home mortgage document or other proof of ownership of residential property within the District;
- A signed statement from a landlord or other property owner where you live (please use the School District's Landlord Statement of Landlord Affidavit forms);

- A current pay stub showing your home address;
- Your most current income tax return;
- A current utility bill (electricity, telephone, cable service, etc.);
- Documents issued by the federal, State or local government (such as a voter registration card, a driver's license, a passport, a visa, Department of Social Services identification, Office of Refugee Resettlement identification, etc.);
- In custody situations, judicial custody orders or guardianship papers or parent/guardian affidavit(s) which show(s) the address where the custodian/guardian and the student reside. (However, the absence of a formal custody order or guardianship papers will not disqualify a student who is otherwise shown to be a bona fide resident.)

P. Universal Pre-Kindergarten regulations specify that the nursery/daycare center cannot charge parents for the portion of its program that is paid for by Universal Pre-Kindergarten funds. As a result, all participating families may be asked to sign a form verifying that they are not being charged tuition at all). In addition, if a proposer is reimbursed by an outside funding source (e.g. State, Federal and or foundation funds) for a child, it cannot also accept Universal Pre-Kindergarten funding for the portion of the day already being subsidized.

Please feel free to contact me for further information or to begin the process of establishing a partnership with the Medina Central School District as a Community Based Organization.

Sincerely,



Jennifer Stearns  
Oak Orchard Primary School  
Principal  
585-798-2700 [jstearns@medinacsd.org](mailto:jstearns@medinacsd.org)