

THE WYNANTSKILL UFSD
REQUEST FOR PROPOSALS
FOR
Universal Pre-Kindergarten Program
to be housed at
Gardner-Dickinson School
25 East Ave
Troy, NY 12180

Responses will be opened on
March 3rd, 2025 at 1:00 pm

Wynantskill UFSD
25 East Ave
Troy, NY 12180

**UNIVERSAL PREKINDERGARTEN PROGRAM
AGENCY/ORGANIZATION APPLICATION
2025-2026**

Program/Agency Name:

Address:

Phone:

Fax:

e-mail:

Name of person/title completing this application:

Chief Executive Officer:

Contact Person:

Title:

Phone:

Directions: Please complete the following and return the original copy to the address below by 1p.m. on **Monday, March 3rd, 2025**. Complete pages 1 through 3 for each facility you operate. If you have any questions concerning this application, please call Dr. Mary Yodis, Superintendent at 518-283-4600. This application process may include a site visit to your agency.

Please return to:

**Dr. Mary Yodis, Superintendent
Pre-Kindergarten
Wynantskill UFSD
25 East Avenue
Troy, NY 12180**

Program/Agency Physical Address:

Hours of Operation:

List the days of the week in operation:

I. CURRENT ENROLLMENT

What is your total current enrollment? _____

How many of these children are Wynantskill UFSD residents? _____

How many students that are currently enrolled will be:

1 year olds by 12/1/25 =

2 years old by 12/1/25 =

3 years old by 12/1/25 =

4 years old by 12/1/25=

5 year olds by 12/1/25 =

How many of your 4 year old children receive special education and/or related services =

Have English as a second language =

How many of your 4 year old children come from families who are eligible for any public assistance such as DSS Subsidy, food stamps, etc.? =

II. STAFFING PATTERNS

What is your current child-to-staff ratio for 4 year olds? ____ to ____

What is your current class size for 4 year olds? ____

Do you use volunteers in your 4 year old classrooms? Y or N

If yes, describe briefly who, for what, and how often volunteers are used:

III. CAPACITY

How many classrooms currently serve 4 year old children? ____

Of those classrooms, how many have mixed groups of 3 and 4 year old children? ____

IV. FACILITY

Insurance will be required. Please attach a copy of the certificate's (cover page) of your insurance policy. (See attached description of required insurance coverage).

V. STAFF QUALIFICATIONS:

Please indicate the total number of staff and the job position in each degree area employed by your site. Employees may be entered into one category only.

NYS Certified Teacher Early Childhood - ____

Job Positions:

NYS Certified Teacher (Other) - ____

Job Positions:

B.A./B.S. Early Childhood Education - ____

Job Positions:

B.A./B.S. Other - ____

Job Positions:

Associate Degree:

Job Positions:

High School or GED with 6 hours of college credit - _____

Job Positions:

High School Diploma or GED only - _____

Job Positions:

Less than High School Diploma - _____

Job Positions:

Please briefly describe your current hiring procedures.

VI. PROGRAM QUALIFICATIONS

Please indicate any of the following that applies to your program.

- ___ DSS Licensing
- ___ DSS Registration
- ___ SED Voluntary Nursery Registration
- ___ NAEYC Accreditation
- ___ NAFCC Accreditation
- ___ Other:

VII. TUITION

Please fill out all that apply:

Tuition fee scale used in your current program: Hours and services for which such fees apply:

Monthly and/or Annual fee: _____ per _____

And/or
Hourly fee: _____ per _____

And/or
Weekly fee: _____ per _____

And/or
Registration fee: _____ per _____

VIII. PROGRAM

(If you need additional space to answer, please include attachments)

1. Please describe your current program model for 4 year olds. Include in your description your program goals and philosophy:

2. Do you presently collaborate with any other agencies to provide programming for 4 year olds?

Y or N

If yes, describe briefly:

3. What curriculum do you presently use for your enrolled 4 year olds? (please attach a copy of the current curriculum and a sample of the daily schedule for four year olds). Partnering agencies will be expected to deliver quality curriculum that is aligned to the New York State Standards as per this guidance document:

http://www.p12.nysed.gov/ciai/common_core_standards/pdfdocs/nyslsprek.pdf

The District will work with the Partnering Agency to provide material, curricular and professional development support in alignment with what is offered to all in-district UPK staff members.

4. What will your Program/Agency do in order to meet that above expectation (#3)?

5. What staff development opportunities do you presently offer your staff?

6. How often are staff members able to attend staff development activities? Please attach your current staff development plan.

7. How and by whom are staff members supervised and evaluated?

8. What do your services to families look like at your facility?

9. Please list parent activities/events that you plan yearly for your parents.

10. Do you offer family support services (parenting classes, social work, etc.)?

Y or N If yes, what services?

11. From your perspective, what are the services your families need that you are unable to provide, such as health or social services?

12. What is your program's experience with preschoolers with disabilities?

13. What is your experience with children with Limited English Proficiency (LEP) or who speak English as a second language?

14. How do you assess the progress of 4 year olds? (Attach a copy of the assessment tool/plan).
Partnering agencies would be able to share the assessment tools and resources of the district.

15. What are the fire drill procedures followed by the staff and children in your facility(ies)? Please include how is that determined and documented?

16. What do you feel you would need from the School District (excluding funding) to support a Universal Pre Kindergarten collaboration?

Program Director Signature

Date

Agency/Executive Director/Owner Signature

Date

This application may include attached copies of:

___ Insurance Coverage Information

___ Curriculum for four year old students

___ Staff Development Plan

___ Fire Drill and Emergency Procedures