



Fiscal Year 2025 (FY25) High-Quality Designation Application

SECTION I – PROGRAM INFORMATION

1. Name of Community-Based Organization (CBO):
2. PKEEP Facility Address:
3. PKEEP Facility ZIP:
4. PKEEP Facility Ward:
5. PKEEP Facility Telephone Number:
6. Website:
7. Date of CBO initial operation (month/year):
8. Expiration date of current OSSE license (month/day/year):

Contact Information

9. **Name of Application Contact:**
10. **Title of Application Contact:**
11. Telephone Number:
12. Email Address:

Ownership Information

13. Under what legal entity is the CBO operating? (check one)
- Nonprofit corporation S corporation C corporation Partnership
- Sole proprietorship Other

13a. If other, please explain and include the name of the legal entity that owns the CBO:

14. Name(s) of Owner(s) or Authorized Representative:

15. Business Address (*if different from facility address*):

16. Business Telephone Number:

17. Business Email Address:

SECTION II – ELIGIBILITY CRITERIA

Funding Sources Information

PKEEP requires high-quality pre-K programs to determine if children are eligible for subsidized child care and provide the support necessary to help families acquire or maintain subsidized child care.

18. Does the CBO participate in the District’s subsidized child care program?

Yes No

19. Is the CBO designated as a Level II provider?

Yes No

20. Does the CBO participate in the Head Start program?

Yes No

PKEEP requires high-quality pre-K programs to participate in the Child and Adult Care Food Program (CACFP), as authorized by Section 17 of the National School Lunch Act, approved October 7, 1975 (89 Stat. 522; 42 U.S.C. § 1766), unless exempted from participation through a waiver from OSSE.

21. Does the CBO participate in the Child and Adult Care Food Program?

Providers participating in the District’s subsidy program must participate in CACFP, if at least 50 percent of enrolled children are eligible to receive subsidized child care for at least six continuous months. See [Section 4073\(a\) of the Healthy Tots Act of 2014](#) for more details and exceptions.

Yes No Not Applicable (*The CBO does not meet the 50 percent threshold*)

22. If the CBO does not participate in CACFP, does it possess a waiver from OSSE?

Yes No Not Applicable

22a. If no, please explain.

2024-25 School Year PKEEP Enrollment Projection Information

PKEEP requires each high-quality pre-K program to submit to OSSE a projection of the number of pre-K age children it anticipates enrolling, including the projected number of children eligible for and receiving subsidized child care. PKEEP requires each high-quality pre-K program to enroll and maintain a class size of no fewer than 15 and no more than 16 children in classrooms where the youngest child is 3 years old or a class size of no fewer than 16 and no more than 20 in classrooms where the youngest child is 4 years old. A child must be (i) 3 years of age on or before Sept. 30 of the program year for which the child is being enrolled; (ii) 4 years of age; or (iii) 5 years of age after Sept. 30 of the program year for which the child is being enrolled.

Please note that the number of projected pre-K age children for the 2024-25 school year must not be larger than the PKEEP FY24 final audited enrollment, as noted in the March 2024 FY24 Audited Enrollment Notification.

Please answer the following questions according to the number of District of Columbia students you project to serve in the PKEEP during the 2024-25 school year.

- 23. What is the total number of projected PKEEP classrooms?
- 24. What is the total number of projected PKEEP classrooms for 3-year-olds?
- 25. What is the total number of projected PKEEP classrooms for 4-year-olds?
- 26. What is the total number of projected mixed-age classrooms (PKEEP 3 and PKEEP 4)?
- 27. What is the total number of 3-year-olds you project to serve?
 - 27a. Of the total projected enrollment from question 27 what is the total number of 3-year-olds projected to be in subsidized child care?
 - 27b. Of the total projected enrollment from question 27, what is the total number of 3-year-olds projected to be in the Head Start Program?
 - 27c. Of the total projected enrollment from question 27, what is the total number of 3-year-olds projected to be in subsidized child care and in the Head Start Program?
 - 27d. Of the total projected enrollment from question 27, what is the total number of 3-year-olds projected to be at-risk? *At-risk students are those in foster care, in families experiencing homelessness, or receive Temporary Assistance for Needy Families (TANF) or SNAP benefits.*
- 28. What is the total number of 4-year-olds you project to serve?

28a. Of the total projected enrollment from question 28, what is the total number of 4-year-olds projected to be in subsidized child care?

28b. Of the total projected enrollment from question 28, what is the total number of 4-year-olds projected to be in the Head Start Program?

28c. Of the total projected enrollment from question 28, what is the total number of 4-year-olds projected to be in subsidized child care and in the Head Start Program?

28d. Of the total projected enrollment from question 28, what is the total number of 4-year-olds projected to be at-risk? *At-risk students are those in foster care, in families experiencing homelessness, or on TANF or SNAP.*

29. Describe in detail how the CBO will recruit and select children to participate in its PKEEP program:

SECTION III– ACCREDITATION INFORMATION

The Pre-K Enhancement and Expansion Program (PKEEP) requires high-quality pre-K programs to be accredited by a national accrediting body approved by OSSE.

30. Is the CBO accredited by a national accrediting body?

Yes No

31. By which agency is the CBO accredited? Provide the agency's full name, address, telephone number and website address.

32. Has the CBO ever been denied accreditation, removed from accreditation, or voluntarily withdrawn its accreditation from any accreditation agency?

Yes No

32a. If yes, please explain and attach supporting documentation at the end of the application.

33. Are any adverse or negative actions pending against the CBO from any regulatory agency (e.g., local, federal, accrediting agency, certification agency, etc.)?

Yes No

33a. If yes, please explain and attach supporting documentation at the end of the application.

SECTION IV – 2024-25 SCHOOL YEAR OPERATING DATA

PKEEP requires high-quality pre-K programs to operate at least 39 weeks a year, for a total of at least 180 days. High-quality pre-K programs must also operate Monday through Friday, beginning no earlier than 7 a.m., and provide at least 6.5 hours of pre-K education services.

34. Does the CBO intend to start the 2024-25 school year on Aug. 26, 2024 for PKEEP students per the District of Columbia Public Schools 2024-25 school year calendar?

Yes No

34a. If no, please list the first day of school for the 2024-25 school year.

355. Does the CBO intend to end the 2024-25 school year on June 17, 2025 for PKEEP students per the District of Columbia Public Schools 2024-25 school year calendar?

Yes No

35a. If no, please select the last day of school for the 2024-25 school year. (Calendar)

36. Will your CBO operate PKEEP classrooms for at least 180 days?

Yes No

37. Will your CBO operate at least a 6.5-hour day, starting no earlier than 7 a.m., Monday through Friday during the school year?

Yes No

SECTION V – PROGRAM SCOPE

***Inclusion and Services for Children with Disabilities** PKEEP requires each high-quality pre-K program to have a plan that meets OSSE’s requirements to ensure inclusion of children with disabilities, in accordance with federal law.*

38. Will the CBO serve children receiving Early Intervention or Early Stages services during 2024-25 school year?

Yes No

39. Describe how the organization will ensure the inclusion of children with disabilities, in accordance with federal law.

Curriculum Information

PKEEP requires each high-quality pre-K program to consistently use a comprehensive curriculum that is aligned with the District of Columbia’s early learning standards. High-quality pre-K programs shall

provide a comprehensive educational program and use age-appropriate instructional practices in the implementation of that program.

40. Does the CBO have an OSSE sponsored Teaching Strategies® subscription using Creative Curriculum®?

Yes

No

40a. If no, which curriculum will be used in the PKEEP classroom(s)?

- Balanced Learning, Venture Program (Primrose Schools) – Preschool Curriculum
- Balanced Learning, Wonder Program (Primrose Schools) – Infant and Toddler Curriculum
- Buttercups (FunShine Express) – Infant and Toddler Curriculum
- Connect4Learning: The Pre-K Curriculum
- Core Knowledge® (Core Knowledge Foundation)
- Every Child Ready – Second Edition (AppleTree Institute for Education Innovation)
- Experience Early Learning – Baby
- Experience Early Learning – Toddler
- Experience Early Learning – Preschool
- Fireflies (FunShine Express) – Preschool Curriculum
- FD Education (Funnydaffer Early Learning Curriculum)
- Frog Street Pre-K
- Get Set for School - Pre-K® (No Tears Learning, Inc. dba Learning Without Tears)
- HighScope® (HighScope Educational Research Foundation)
- Houghton Mifflin Harcourt Pre-K®
- Learn Every Day: The Preschool Curriculum® (Kaplan Early Learning Company)
- Learn Every Day: The Program for Infants, Toddlers and Twos® (Kaplan Early Learning Company)
- Life Essentials, Ready, Set, Go® (Kiddie Academy Domestic Franchising)
- Montessori®
- Opening the World of Learning© (Pearson Early Learning)
- The Creative Curriculum® for Preschool
- The Creative Curriculum® for Infants, Toddlers & Twos
- The Creative Curriculum® for Family Child Care
- Tools of the Mind®
- Wonder of Learning (Goddard Systems, LLC) – Birth-to-5 Curriculum
- World at their Fingertips (Bright Horizons) - Birth-to-5 Curriculum
- Other

40b. If other curriculum, please specify.

Child Assessments

PKEEP requires each high-quality pre-K program to assess children enrolled in the program with a tool aligned with the curriculum at least three times during the program year, to share the assessments with families at least two times during the program year and provide the results of the assessment for each child to OSSE within a month after conducting the assessment. High-quality pre-K programs shall ensure that child assessment procedures reflect appropriate practices for young children.

41. What child assessment tool(s) does the CBO utilize?

42. Is the child assessment tool(s) aligned with the curriculum selected by the program?

Yes No

43. How many times during the school/program year are children assessed?

- Once
- Twice
- Three times
- Four times or more

44. How many times during the school/program year are child assessments shared with families?

- Once
- Twice
- Three times
- Four times or more

PKEEP requires each high-quality pre-K program to hold two parent-teacher conferences a year.

45. Does the CBO plan to hold at least two parent-teacher conferences during the 2024-25 school year?

Yes No

Daily Active Play

PKEEP requires high-quality pre-K programs to ensure that the daily active play for each pre-K age child includes, at a minimum, 2 hours of active play time, including a minimum of 45 minutes of outdoor play time, weather permitting. In inclement weather, active play shall be encouraged and supported in a safe indoor play area.

46. Will the CBO provide a minimum of 2 hours of active play time for each projected PKEEP child?

Yes No

47. Will the CBO provide a minimum of 45 minutes of outdoor play time (weather permitting) for each PKEEP child?

Yes No

Comprehensive Services

PKEEP requires each high-quality pre-K program to ensure all children receive a developmental screening within 45 days of enrollment. The screening must include assessments of social and emotional development. High-quality pre-K programs shall also ensure children receive vision and hearing screenings.

48. Describe in detail how the CBO ensures that all PKEEP children receive a developmental screening within 45 days of enrollment that includes assessments of social and emotional development and vision and hearing screening.

49. Will the CBO provide comprehensive health and support services for all PKEEP children?

Yes

No

49a. If yes, list organizations that will provide comprehensive health and support services for PKEEP children and the type of services provided. (*List all that apply*)

Teaching and Learning

PKEEP requires each high-quality pre-K program to employ at a minimum, one teacher and one teacher assistant (for each high-quality pre-K classroom) who meet the minimum educational requirements listed in the following questions.

50. What is the total number of projected **PKEEP teachers** that will be employed by the CBO for the 2024-25 school year?

50a. Of the total number of projected PKEEP teachers reported in Question 50, what is the total number of teachers who will hold at least a bachelor's degree in child development, early childhood education, early childhood special education, or child and family studies?

54b. Of the total number of projected PKEEP teachers reported in Question 50, what is the total number of teachers who will hold a bachelor's degree in a field other than child development, early childhood education, early childhood special education, or child and family studies and have earned 18 credits in early childhood education?

50c. Of the total number of projected PKEEP teachers reported in Question 50, what is the total number of teachers who will hold a bachelor's degree in a field other than child development, early childhood education, early childhood special education, or child and family studies and have successfully completed an applicable Early Childhood Praxis Exams?

51. What is the total number of projected PKEEP **assistant teachers** that will be employed by the CBO for the 2024-25 school year?

51a. Of the total number of projected PKEEP assistant teachers reported in Question 51, what is the total number of assistant teachers who will hold an associate degree in early childhood education, child development, early childhood special education, or child and family studies?

51b. Of the total number of projected PKEEP assistant teachers reported in Question 51, what is the total number of assistant teachers who will hold an associate degree in a field other than child development, early childhood education, early childhood special education, or child and family studies and have earned nine credits in early childhood education?

PKEEP requires each high-quality pre-K program to ensure PKEEP teachers and assistant teachers are paid wages equivalent to District of Columbia Public School pre-K teachers or assistant teachers, respectively, based on years of experience.

52. Taking into account all projected PKEEP teachers referenced in question 50 and included in the PKEEP staffing plan, please provide the projected annual or hourly salary of the lowest paid PKEEP teacher for the upcoming 2024-25 school year. (Only provide the salary for the lowest paid teacher; it is not necessary to identify the teacher.)

52a. Please provide the annual or hourly salary of the lowest paid PKEEP teacher for the current 2023-24 school year. (Only provide the salary for the lowest paid teacher; it is not necessary to identify the teacher.)

53. Taking into account all projected PKEEP teachers referenced in question 50 and included in the PKEEP staffing plan, please provide the projected annual or hourly salary of the highest paid PKEEP teacher for the upcoming 2024-25 school year. (Only provide the salary for the highest paid teacher; it is not necessary to identify the teacher.)

53a. Please provide the annual or hourly salary of the highest paid PKEEP teacher for the current 2023-24 school year. (Only provide the salary for the highest paid teacher; it is not necessary to identify the teacher.)

54. Taking into account all projected PKEEP assistant teachers referenced in question 51 and included in the PKEEP staffing plan, please provide the projected annual or hourly salary of the lowest paid PKEEP assistant teacher for the upcoming 2024-25 school year. (Only provide the salary for the lowest paid assistant teacher; it is not necessary to identify the assistant teacher.)

54a. Please provide the annual or hourly salary of the lowest paid PKEEP assistant teacher for the current 2023-24 school year. (Only provide the salary for the lowest paid assistant teacher; it is not necessary to identify the assistant teacher.)

55. Taking into account all projected PKEEP assistant teachers referenced in question 51 and included in the PKEEP staffing plan, please provide the projected annual or hourly salary of the highest paid PKEEP assistant teacher for the upcoming 2024-25 school year. (Only provide the salary for the highest paid assistant teacher; it is not necessary to identify the assistant teacher.)

55a. Please provide the annual or hourly salary of the highest paid PKEEP assistant teacher for the current 2023-24 school year. (Only provide the salary for the highest paid assistant teacher; it is not necessary to identify the assistant teacher.)

Training and Professional Development

PKEEP requires each high-quality pre-K program to have a professional development and training plan for pre-K teachers and assistant teachers.

56. Will the CBO have a professional development and training plan for PKEEP teachers and assistant teachers?

Yes No

57. How many professional development days will the CBO offer to PKEEP teachers and assistant teachers?

58. Will the CBO provide job embedded coaching to PKEEP teachers and/or assistant teachers?

Yes No

SECTION VI – NARRATIVE INFORMATION

59. Describe in detail how the CBO’s current or future PKEEP improves or will improve overall quality of the CBO’s educational program?

SECTION VII– SUPPORTING DOCUMENTATION APPENDIX

The following section details the 2-step process for providing supporting documents for your application.

Step 1: Gathering and organizing your supporting documentation.

Step 2: Uploading supporting documentation to the application.

All supporting documentation must be submitted with the PKEEP High-Quality Designation Application.

An application package that does not include all supporting documents is considered incomplete.

All documents must be clearly labeled (corresponding to the list below) and legible (easy to read) to facilitate an easy and intuitive navigation and review.

Step 1: Gathering and organizing your supporting documentation

- 1) Create a file folder named “FY25 PKEEP Application” on your local desktop/laptop computer.
- 2) Save each document in the format shown. Include the Application year and corresponding documentation label. (e.g., FY25 PKEEP HQ Application –A1.) Each Individual document required, items A1 through A14 should be labelled individually. Please note if one PDF document supports multiple items please label the document with each item it supports (e.g., FY25 PKEEP HQ Application-A10.A11).

- 3) For teacher credential information, please save each document with the Application year and the teacher/assistant teacher's first initial and last name (e.g., FY25 PKEEP HQ Application L.Smith)
- 4) Once all supporting documents have been labeled and saved as a PDF add them to the folder created in item 1).

Required Supporting Documentation

- 1) Evidence the CBO is currently accredited.
- 2) Evidence the CBO participates in the Head Start program, if applicable.
- 3) Evidence the CBO participates in the Child and Adult Care Food Program (CACFP) or has a waiver exempting them from participation.
- 4) PKEEP specific program budget for FY25. Please note, the budget must reflect the CBO's plan to comply with the pay parity requirement.
- 5) Teacher(s) and assistant teacher(s) salary schedule.
- 6) Current organizational chart.
- 7) All curriculum and assessment tool subscription contact(s)/agreement(s).
- 8) All comprehensive services contracts/agreements the CBO is planning to use for PKEEP.
- 9) The professional development and training plan for PKEEP teachers and assistant teachers for the 2024-25 school year.
- 10) The CBO's family engagement plan, including the date it was last revised.
- 11) List of the dates or date ranges of parent teacher conferences in the 2024-25 school year. Please note, conferences can be conducted through a variety of modalities, including virtually.
- 12) The CBO's plan for continuous improvement, ongoing classroom assessments, and the collection of authentic child assessment data at least three times a year.
- 13) Daily schedule for the PKEEP classroom for the 2024-25 school year.
- 14) PKEEP Teacher/Assistant Teacher Certification:
 - o NOTE: Evidence of all degrees (official or unofficial transcripts), other education and/or certifications for all PKEEP teachers and assistant teachers. *Please note, all foreign credentials must be evaluated by a foreign credential evaluation company.

Step 2: Uploading supporting documentation to the application. (Final step before submission)

1. Attach each document created in step 1 to the smart sheet form in the upload area.
 - a. **Note:** Upload each individual document to the designated area. **Do not upload** the "FY25 PKEEP Application folder" created in Step 1 above.

APPLICATION SUBMISSION

Before submitting the PKEEP FY25 High-Quality Designation Application, please:

- Review application entries;
- Ensure all supporting documents have been uploaded; and
- Submit your completed application.
 - i. **Note:** Request a copy be sent to you.

The completed application package must be received by OSSE no later than **Friday, May 17, 2024 at 4 p.m. EDT**. OSSE reserves the right to not consider incomplete or late submissions.

For questions about PKEEP, please contact Dionne Muir-Clarke, education program specialist, at Dionne.Muir-Clarke@dc.gov or (202) 445-9031.