

Early Education and Reading Initiatives
89 Washington Avenue, Rm. 320 EB
Albany, New York 12234
(518) 474-5807

Annual Report Registered Nonpublic Nursery Schools and Kindergartens

School _____	Registration Certificate # _____
Address _____	Date of Registration Certificate _____
City _____	State _____ Zip Code _____
Telephone (____) _____	Fax No. (____) _____
Email Address _____	
School District _____	County _____

Date School Began in Fall _____ Date School Ends In Spring _____

Hours of Operation: Facility Opens _____ AM Facility Closes _____ PM

Total Classroom Staff _____ Total Registered Classrooms _____ Age Range of Students* _____

Number of certified Early Childhood Teachers _____ Number of certified Teacher Assistants/Aides _____

Students Served: Nursery _____ Universal Prek _____ Kindergarten _____ Pre-school _____

Other Students Served: (specify, integrated/inclusion, bilingual etc.) _____

Child Care on Premises: Before School _____ After School _____ Program Licensed: Yes _____ No _____

Contact Persons: (specify names and title, if different)

Educational Director _____

Administrative Director _____

Site Director(s) (if applicable) _____

Owner/Board President (if applicable) _____

*** The voluntary registration program is for 3-5 year-olds ONLY.**

I verify that the information provided in this report is accurate and reflects the current status of program operations.

Authorized Signature

Title

Date

PLEASE NOTE: This report must be submitted annually to the New York State Education Department by July 31th.

Nonpublic Nursery Schools and Kindergartens Annual Report for _____

Please describe **ONLY SIGNIFICANT CHANGES** in the areas listed below (information in parenthesis are examples only): Attach additional documentation requested below.

<p>Facilities Management (status of indoor and outdoor construction, major renovation and/or daily maintenance.)</p>	<p>Hours of Operation (length and frequency of each session; arrival and dismissal procedures.)</p>
<p>Staffing Pattern (hires, fires, promotions, reassignments, number of SEITs etc.)</p>	<p>Student Enrollment (ages and grades served and number of children in each group/session.)</p>
<p>Educational Program (daily routine, curriculum and instruction being implemented, including internal and external enrichment experiences.)</p>	<p>Student Assessment (describe tools and strategies used to collect and interpret information on student progress and performance.)</p>
<p>Health Policies (medical, dental, vision, hearing, immunizations, tuberculin test, administration of medication.)</p>	<p>Nutrition Policies (county health inspection, meal patterns, menus and food service, catered meals, etc.)</p>
<p>Emergency Procedures (procedure for responding to illness, accident, fire, emergency evacuation, sheltering in place, etc.)</p>	<p>Transportation (local and state requirements for vehicles and drivers; monitoring of students on vans and buses.)</p>
<p>Staff Development (required trainings, i.e., OCFS, in-service training, and CPR/first aid etc.)</p>	<p>Family Partnerships (comprehensive plan to engage families in the education of their children.)</p>
<p>Classroom Environment (furniture and equipment, arrangement of space, etc.)</p>	<p>Outdoor Play Environment (describe structures, surfaces, equipment, supplies and type of border or fencing, etc.)</p>