



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK /
ALBANY, NY 12234

NOTICE OF FULLY IMPLEMENTED UPK PROGRAM

SUBMIT TO: NEW YORK STATE EDUCATION DEPARTMENT
OFFICE OF EARLY LEARNING
89 WASHINGTON AVENUE, ROOM 317 EB
ALBANY, NEW YORK 12234

DUE DATE:
12/9/2011

Agency Code

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District:	Contact Person:
Address:	Title:
City:	Telephone:
	Fax:
Zip Code:	E-Mail:

Section I: Superintendent's Assurances

<ul style="list-style-type: none"> I hereby certify that I am the applicant's chief school/administrative officer and that the information contained in this application is, to the best of my knowledge, complete and accurate. I verify that the District has a fully implemented Universal Prekindergarten (UPK) for the current school year. I affirm that the District will serve all UPK eligible children whose parents wish to enroll them, even if the number exceeds the maximum number of aidable UPK students for which reimbursement is available. 	
<hr/> Superintendents Signature (in blue ink)	Title: Chief School/Administrative Officer
Typed Name:	Date:

Section II: Identification, Outreach and Recruiting – Check all that apply.

The District has made a substantial effort to identify and recruit all eligible children for UPK. The methods of identification outreach and recruitment include:

- Use of census data regarding four-year-olds and/or kindergarten enrollment trends (*describe below*)
- Letters or notices to *all* district residents
- Advertising with television, radio, and local newspapers
- Hanging posters and making flyers available in places frequented by parents of young children
- Working with community based organizations and social support networks
- Advertising on district web site or email
- Specific outreach to speakers of languages other than English
- Sharing of UPK eligibility information with the Committee on Preschool Special Education
- Other (describe) _____

Use the space below for additional information or attach supporting documentation:

Section III: Verification of Capacity – Check all that apply.

The District has sufficient capacity to accept every child that comes forward during the school year into the program.

- The District has sufficient space (class sizes must not exceed 18 pupils with one teacher and one paraprofessional or 20 pupils with one teacher and two paraprofessionals) to accommodate all children that apply.
- There is a sufficient number of qualified staff to accommodate all children.
- The community-based organization(s) with which the District partners to provide UPK have space and sufficient numbers of qualified staff to accommodate all of the eligible children.
- The District will hire new staff and open additional classroom space if needed to accommodate all of the children.
- The District will contract with additional community-based organizations to provide UPK, if needed.
- Other (describe) _____

Use the space below for additional information or attach supporting documentation: