

## ***ADDITIONAL BUDGET SHEETS FOR MULTI-CLASSROOM APPLICATIONS***

### **Part 2: Budget Proposal**

Using the budget forms below, prepare a preliminary budget proposal based on the anticipated costs to operate the RI Pre-K classroom(s) in the cost categories outlined below. Please note that funds may only be used to cover the costs of operating the RI Pre-K classroom(s). While this can include an appropriate allocation of shared expenses such as facilities costs and administrative costs, programs may not use Pre-K funds to cover costs that are not directly related to the RI Pre-K classroom

#### **Budget Forms** *(Submit one form for each site)*

The Grantor estimates the budget for this work to be performed under this Agreement as follows:

| <b>Expense Category</b>                          | <b>FY25<br/>Requested Pre-K Grant Funds</b> |
|--|---|
| Salaries (51000)                                 |   |
| Fringe Benefits (52000)                          |   |
| Professional & Technical Services (53000)        |   |
| Property Services - Facility/Maintenance (54000) |   |
| Other Purchased Services (55000)                 |   |
| Supplies and Materials (56000)                   |   |
| Property and Equipment (57000)                   |   |
| <b>SUBTOTAL</b>                                  |   |
| Indirect Cost (60000)                            |   |
| <b>TOTAL</b>                                     |   |

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Grantor on behalf of this Agreement and to be claimed by the Grantor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Grantor shall notify the grant officer of the variance and obtain pre-approval, in writing; and provided further that unless permission of the grant office shall have been obtained in advance, no expenditure shall be claimed by the Grantor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds between categories requires prior written approval by RIDE. In no event shall the total amount of reimbursement claimed by the vendor under this agreement exceed the total approved grant amount.

**RI PRE-K GRANT FUNDS BUDGET DETAIL SHEET\*** (Submit 1 per classroom)  
FISCAL YEAR 2025

Site Name:  
Classroom Name:

**EMPLOYEE COMPENSATION (51000) and EMPLOYEE BENEFITS (52000)**

| POSITION              | FTE | EMPLOYEE COMPENSATION<br>(51000) | EMPLOYEE BENEFITS<br>(52000) |
|-----------------------|-----|----------------------------------|------------------------------|
| Administrator         |     |                                  |                              |
| Education Coordinator |     |                                  |                              |
| Teacher               |     |                                  |                              |
| Teacher Assistant     |     |                                  |                              |
| Substitutes           |     |                                  |                              |
| TOTAL                 |     |                                  |                              |

**PROFESSIONAL AND TECHNICAL SERVICES (53000)**

| CATEGORY                             | ITEM DESCRIPTION | TOTAL |
|--------------------------------------|------------------|-------|
| Catering/Purchased Food<br>Services* |                  |       |
| TOTAL                                |                  |       |

**PROPERTY SERVICES (54000)**

| CATEGORY                     | ITEM DESCRIPTION | TOTAL |
|------------------------------|------------------|-------|
| Building Rent/Lease/Mortgage |                  |       |
| Building Maintenance         |                  |       |

|                             |  |  |
|-----------------------------|--|--|
| Telephone/Internet Services |  |  |
| <b>TOTAL</b>                |  |  |

**OTHER PURCHASED SERVICES (55000)**

| CATEGORY                         | ITEM DESCRIPTION | TOTAL |
|----------------------------------|------------------|-------|
| Printing/Copying                 |                  |       |
| Property Insurance               |                  |       |
| CCAP Supplemental (Model 4 Only) |                  |       |
| <b>TOTAL</b>                     |                  |       |

**SUPPLIES AND MATERIALS (56000)**

| CATEGORY                          | ITEM DESCRIPTION | TOTAL |
|-----------------------------------|------------------|-------|
| Food/Snacks **                    |                  |       |
| Educational Materials             |                  |       |
| Program Supplies                  |                  |       |
| Formative Assessment              |                  |       |
| Family Engagement Activities      |                  |       |
| Utilities (Gas, Oil, Electricity) |                  |       |
| <b>TOTAL</b>                      |                  |       |

**PROPERTY AND EQUIPMENT (57000)**

| CATEGORY               | ITEM DESCRIPTION | TOTAL |
|------------------------|------------------|-------|
| Furniture and Fixtures |                  |       |
| Equipment              |                  |       |
| <b>TOTAL</b>           |                  |       |

**INDIRECT COSTS (60000)**

| CATEGORY        | ITEM DESCRIPTION | TOTAL |
|-----------------|------------------|-------|
| Office Expenses |                  |       |
| <b>TOTAL</b>    |                  |       |

**Classroom Budget Request:****Total Budget Request:***\*\*Net reimbursement from USDA CACFP*

# RI PRE-K LEADERSHIP COMMITMENT & PROGRAM ASSURANCES

A successful, high-quality, RI Pre-K classroom requires a significant commitment from all levels of leadership to ensure quality and sustainability. The RI Pre-K expectations, deliverables, and timelines are rigorous. To ensure positive child outcomes, quality instruction, and reflective leadership RI Pre-K grantees agree to the following leadership commitments and program assurances.

Please note that these are minimum expectations, and all RI Pre-K grantees are encouraged to review the RI Pre-K Policies for further clarification.

## **Program Operations**

Operate classrooms for a minimum of 6 hours a day, 180 days a year, and begin by September 8, 2023.

## **Leadership Commitment**

Administrators and districts acknowledge the expectations, supports, and systems needed for the success of RI Pre-K classrooms and commit to achieving successful outcomes for all children through the life of the grant and adherence to all RI Pre-K policies and procedures.

## **Education Coordinator**

RI Pre-K classrooms will have regular and ongoing access to a qualified, on-site Education Coordinator that is able to devote the time, energy, and resources to the critical demands and responsibilities of RI Pre-K and is in accordance with the number of total classrooms supervised.

## **Staffing**

RI Pre-K classrooms are staffed with qualified teaching teams (1 Lead teacher and 1 teacher assistant) at all times. Grantees are responsible for ensuring appropriate and adequate staff for all classrooms, including absences and leaves. Grantees must inform RIDE of changes in staffing and provide documentation for qualified coverage.

## **Planning and Prep Time**

RI Pre-K teaching staff are provided a *minimum* of 2 hours weekly to support the instructional cycle, curriculum planning, assessment gathering, reflection, collaboration with special educators, regular supervision, and family engagement. These hours should be thoughtfully planned work times designed for productivity, collaboration, and effectiveness.

## **PD/TA**

RI Pre-K completes 24 hours of RIDE-approved ECE PD annually and works with a Technical Assistant, to support the successful completion of the RI Pre-K deliverables and expectations. These PD hours may occur outside of the traditional school hours and leadership must make accommodations for attendance.

## **Suspension and Expulsion**

No child shall be expelled or suspended from any RI Pre-K classroom. When programs have concerns about a child, they will refer to their comprehensive services plan, community and educational supports, and work with RIDE and the family while maintaining the child's enrollment.

**Parent and Family Fees**

Families are not charged for any portion of the 6-hour RI Pre-K school day. Families utilizing before and after-school or vacation services may be charged according to the program’s tuition rate.

**Displacement**

The opening of RI Pre-K classroom(s) will occur without displacing current children and families.

**Pay Parity**

RI Pre-K salaries and benefits align with salaries in comparable public education positions and are reviewed annually. Starting RI Pre-K teacher salaries begin at a minimum of \$50,000 and are adjusted annually by 3%.

**USDA Child and Adult Care Food Program**

Grantees are responsible to attend annual CACFP training, completing student enrollment, and monitor the food program according to all CACFP regulations.

**RIDE Monitoring**

RI Pre-K classrooms are expected to achieve and maintain a minimum 5.0 on the ECERS-3 observational tool, and leadership will commit to supporting facility, educational, and quality initiatives based on the data received.

**Signatures**

Commitment and support from all levels of leadership is fundamental to the success and sustainability of RI Pre-K. Within the organization or school district seeking renewal, all levels of leadership must review and sign the commitment form.

Please include one signature page for each site or school to ensure site-based leadership has a clear understanding of the commitment to RI Pre-K. This may include, but is not limited to, Superintendents, Principals, CEOs, Executive Directors, Education Coordinators, Child Development Managers, and CFOs.

**NAME OF SCHOOL OR PROGRAM:**

*The below commit to the above-listed RI Pre-K Leadership expectations and program assurances.*

|            |                 |       |
|------------|-----------------|-------|
| Signature: | Job Title/Role: | Date: |
|            |                 |       |
| Signature: | Job Title/Role: | Date: |
|            |                 |       |
| Signature: | Job Title/Role: | Date: |
|            |                 |       |
| Signature: | Job Title/Role: | Date: |
|            |                 |       |

## RI PRE-K EDUCATOR COMMITMENT FORM

**Teacher Name:**

**Email Address:**

**Name of School/Program:**

**Name of Administrator:**

A successful, high-quality, RI Pre-K classroom is led by a Bachelor's degree or Pre-K-2 certified teacher. The expectations and demands of the RI Pre-K teacher are rigorous. To ensure positive child outcomes, RI Pre-K teachers agree to adhere to the following commitments. These are minimum expectations and teachers are encouraged to review the RI Pre-K Policies. This document must be signed by each RI Pre-K Classroom staff prior to the school year's start date.

- RI Pre-K classrooms must implement a RIDE endorsed curriculum. The curriculum is to be implemented with fidelity, planned, and informed by assessment data to introduce and strengthen developmentally and individually appropriate skills. RIDE will have access to review the planned curriculum informally and formally during monitoring visits.
- RI Pre-K teaching teams will collect evidence of child growth using an approved formative and summative assessment system to document children's progress toward the RIELDS. This data will be regularly reviewed and used to inform learning experiences. proficiency using
- RI Pre-K teachers will be given a *minimum* of 2 hours of prep time each week to support the instructional cycle; plan curriculum, document, review, and reflect on assessment data, support families, collaborate with colleagues, and work with outside service providers.
- RI Pre-K teachers are expected to have two (2) parent-teacher conferences each year to share child development and assessment data.
- RI Pre-K teaching teams complete 24 hours of RIDE-approved ECE professional development annually.
- RI Pre-K teachers participate in monthly Communities of Practices, which may occur outside of school hours.
- RI Pre-K teachers collaborate with district special educators to embed special education services in their classrooms for children with an IEP.
- RI Pre-K classrooms are expected to achieve, and maintain, a 5.0 on the ECERS-3.
- RI Pre-K classrooms have a CLASS observation to use for formative assessment and professional growth.
- RI Pre-K classrooms will have regular site visits for observations and monitoring from RIDE representatives.

I acknowledge that I have read and understand the expectations for an RI Pre-K teacher and commit to fulfilling these responsibilities to the best of my ability.

**Signature:**

**Date:**

## CCAP ATTESTATION FORM (MODEL 4 APPLICANTS ONLY)

Preserving the integrity of a fair and equitable system that includes family choice, best practices, and access for vulnerable children and families is of the utmost importance to Rhode Island. With that in mind, RI Pre-K Funding Model 4 is designed to leverage federal funding into the existing B-5 system and ensure that families who participate in the Child Care Assistance Program (CCAP) have access to high-quality education and care for their children.

Model 4 allows CCAP families to maintain placement in their current program while creating an opportunity for access to RI Pre-K classrooms and creating enrollment opportunities for other classrooms within the program.

Programs awarded a classroom through this model will offer a minimum of 9 age-eligible children with current CCAP subsidies the opportunity to enroll in an RI Pre-K classroom. The remaining seats within this classroom will be filled through the RI Pre-K lottery process.

Programs will submit for CCAP reimbursement through the CCAP portal. RI Pre-K funding is layered on top of the CCAP reimbursement to support the continuum of quality within RI Pre-K classrooms. RI Pre-K will cover parent CCAP co-pays for children during the six-hour RI Pre-K day. Families who use before and after-school services may be responsible for co-pays to support the quality of those services.

**By signing this attestation form, the program is agreeing to the following criteria.**

1. Children must be age-eligible, 4 by September 1, 2024.
2. Students have been enrolled for at least three months prior to selection.
3. Programs have a minimum of 9 eligible children to enroll in the RI Pre-K classroom.
4. Students receiving special education services have pre-established service arrangements that will not be altered.
5. Programs are responsible for explaining RI Pre-K policies (attendance, screening, assessment, etc.) to all families during enrollment.
6. Programs will support families in renewing and securing CCAP funding.
7. Programs will complete a matriculating enrollment sheet before the lottery

I hereby acknowledge and commit to adhering to the aforementioned criteria for RI Pre-K funding Model 4. I understand that matriculating students must meet the identified criteria and the program must support the state's ability to ensure fair and equitable access to RI Pre-K seats. I understand that both RIDHS and RIDE may ask for documentation to support the implementation and fidelity of Model 4.

**CCAP Provider ID #:**

**Date:**

**Program Name:**

**Program Director Signature:**