## **Preschool Application**

The preschool application should be completed if the school intends to offer a preschool program. Additional CSI resources for early learning programs can be found on the [CSI website](https://resources.csi.state.co.us/early-learning-programs/).

**If the school intends to offer a preschool program, the following information must be addressed.**

1. **Describe the school’s student recruitment and enrollment process.** *This description should include:*

* *How these processes and the tuition structure for preschool students will help to ensure that the school is able to serve families in alignment with the school’s target demographics and provide opportunities for educationally disadvantaged students to access the program.*
* *How the school will meet the requirements to become a provider as stated in the* [*UPK Provider Handbook*](https://www.cde.state.co.us/cdesped/upkprovidertrainingmanual)*.*

1. **Provide specific evidence (e.g., counts of letters of intent to enroll, letters of support from community stakeholders, official written support, etc.) that student/family demand exists for the preschool programming and is aligned to the enrollment projections.** *Include an enrollment table that reflects the proposed program.*
2. **Provide a plan to obtain a** [**childcare license**](https://cdec.colorado.gov/for-providers/child-care-licensing-and-administration) **through the Colorado Department of Early Childhood (CDEC).** *Include communication with licensing staff and an appropriate timeline for submission and review by CDEC to ensure appropriate licenses will be obtained prior to the school’s projected opening date.*
3. **Demonstrate a plan and timeline for ensuring the facility is sufficient to comply with preschool requirements.**
4. **Describe how the school will ensure that the preschool staff (including the director) have the necessary qualifications and appropriate knowledge in early childhood curriculum content, assessment, and instruction.**
5. **Provide an overview of the early childhood special education program including identification procedures, service provision, staffing, progress monitoring, and program evaluation.**
6. **Describe the proposed staffing plan and teacher: student ratios for the preschool.**
7. **Describe the plan for staff to meet the requirements in the** [**CDE UPK PD Handbook**](https://www.cde.state.co.us/cdesped/upkprovidertrainingmanual) **to be included on the Verified List of Providers Eligible to Serve Students with IEP’s.**
8. **Provide the school’s plans to coordinate referrals to community programs based on child needs, such as local public health, social services, mental health services, early childhood special education programs, or other early learning or childcare programs.**
9. **Provide a budget that addresses revenue and expenses associated with the preschool program.**