

# **PANAMA CENTRAL SCHOOL DISTRICT**

**41 North Street  
Panama, NY 14767  
716-782-2455**



## **2024-2025 Request for Proposal**

**FULL-DAY UNIVERSAL PRE-KINDERGARTEN PROGRAM**

**COLLABORATION OF ACTIVITIES UNDER Panama CENTRAL SCHOOL DISTRICT**

**Due: June 7, 2024 at 2:00 p.m.**

## **SECTION I - BACKGROUND INFORMATION**

Panama Central School District is requesting proposals from qualified agencies to provide Pre-Kindergarten Services for eligible four (4) year old children from the Panama School District for the 2024-2025 school year. These services shall be provided pursuant to New York State Education Law Section 3602-ee. The Pre-K curriculum is aligned with the district's and NYS K-12 educational standards.

To be considered, the District Office must receive the proposal by **June 7, 2024 at 2:00 p.m.** The Board of Education of the Panama School District reserves the right to reject any or all proposals submitted.

The selection of any agencies will be on **June 17, 2024.** A contract will be established **August 2024.** The program will be implemented on **September 3, 2024.**

## **SECTION II - PROPOSAL INFORMATION**

Prospective bidders may request a packet, or direct questions about this RFP, to Emily Harvey, Director of Instruction & Special Education 716-782-2455. One (1) original and two (2) copies of the proposal and supporting documentation shall be submitted to the Panama Central School District. Proposals must be signed, and the signer must have authority to bind the bidder to the terms of the proposal.

Proposals are due to the Panama Central School District on or before **June 17, 2024 by 2:00p.m.** All proposals shall be submitted in sealed envelopes marked:

RFP: FULL-DAY UNIVERSAL PRE-KINDERGARTEN PROGRAM- Attn: Emily Harvey

**Panama Central School  
41 North Street  
Panama, NY 14767**

The Panama Central School District reserves the right to accept or reject any or all proposals or any portion thereof or to cancel this Request for Proposal.

**FULL-DAY UNIVERSAL PRE-KINDERGARTEN APPLICATION 2024-25**

**A. Organizational Information:**

Pre-School Provider Name: \_\_\_\_\_

NYS License/Certification #: \_\_\_\_\_

Address: \_\_\_\_\_

Person Completing Application: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Certification of On-Site Educational Director: ☐ Yes ☐ No

If yes, Identify Certification: \_\_\_\_\_

Total Number of Staff: \_\_\_\_\_

Certified Teachers: \_\_\_\_\_ Teacher Assistants/Aides: \_\_\_\_\_

Insurance Liability Coverage: \_\_\_\_\_

**B. Contract Term:**

The term of the contract will be **September 1, 2024 – June 30, 2025.**

This program will only run if the New York State Education Department provides the Panama Central School District with funding for Universal Pre-Kindergarten.

**C. Requirements:**

In order to be eligible as a pre-kindergarten provider, you must satisfy the requirements set forth in part 151-1 of the Commissioner's regulations, which can be found at:

<http://www.p12.nysed.gov/upk/regulations.html>

This includes, but is not limited to:

1. Duration: The program must operate 5 days per week for a minimum of 180 days;
2. Sessions: Each session offered must be a minimum of 5 hours in length (excluding nap times);
3. Certification: The on-site Educational Director must possess a valid New York State Elementary teaching license;
4. Class Size: The maximum class size for a pre-kindergarten class is 19 children. For classes of 18 children or less, there must be one teacher and one paraprofessional at ALL times; for classes of 19-20 children, there must be one teacher and two paraprofessionals (teacher assistants or teacher aides) at ALL times;
5. Teacher Qualifications: Section 151 – 1.3 of the Commissioner’s Regulations regarding staff qualifications dictate that Pre-Kindergarten teachers providing instruction through this Part shall possess: (i) a teaching license or certificate valid for service in the early childhood grades pursuant to Part 80 of this Title; or (ii) a teaching license or certificate for students with disabilities valid for service in early childhood grades pursuant to Part 80 of this Title; (iii) for eligible agencies collaborating with the District to provide kindergarten services, a bachelor’s degree in early childhood education or a related field, or a teaching license or certificate valid for services in the childhood grades pursuant to Part 80 of this Title, and a written plan to obtain a certification valid for services in the early childhood grades within five years;
6. Teacher Assistants: Must have a high school diploma and pass the Assessment of Teaching Assistant Skills (ATAS) exam;
7. Teacher Aides: Must have a high school diploma and have knowledge of the specific area of instruction performed by the teacher. All work is performed under the direct supervision of the teacher;
8. Tuition: The District tuition contribution cannot be supplemented through additional costs to parents, including any registration fees;
9. Insurance Requirements:
  - a. Notwithstanding any terms, conditions, or provisions, in any other writing between the parties, the provider hereby agrees to effectuate the naming of the District as an Additional Insured on the provider’s insurance policies, with the exception of workers' compensation and N.Y. State Disability insurance.

- b. The policy naming the District as an Additional Insured shall:
- 1) Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is recommended. The decision to accept non- licensed and non- admitted carriers lies exclusively with the District and may create additional vulnerability and costs for the District.
  - 2) State that the provider's coverage shall be primary and noncontributory coverage for the District, its Board, employees and volunteers.
  - 3) Additional insured status shall be provided by standard or other endorsements that extend coverage to the District (CG 20 26) or equivalent. The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the certificate of insurance.
    1. The certificate of insurance must describe the services provided by the provider that are covered by the liability policies.
    2. At the District's request, the provider shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the provider will provide a copy of the policy endorsements and forms.
- c. The provider agrees to indemnify the District for applicable deductibles and self- insured retention.
- d. Required Insurance:
1. **Commercial General Liability Insurance**  
\$1,000,000 per occurrence/\$2,000,000 aggregate, with coverage for sexual misconduct. Sub-limits below the policy limits for sexual misconduct coverage are acceptable solely at the discretion of the District.
  2. **Automobile Liability**  
\$1,000,000 combined single limit for owned, hired, borrowed and non- owned motor vehicles.
  3. **Workers' Compensation and NYS Disability Insurance**  
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must

be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

**4. Professional Errors and Omissions Insurance**

\$2,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the provider performed under the contract for the District. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work.

**5. Umbrella/Excess Insurance**

\$3 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required general liability and professional liability coverage.

The provider acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract. The provider is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work.

- e. The provider acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract. The provider is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.
- f. The District is a member/owner of the New York Schools Insurance Reciprocal (NYSIR). The provider further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also NYSIR, as the District's insurer.
- g. **Breach of Contract**  
The provider acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract. The provider is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.

#### **D. PROGRAM DESIGN**

Universal pre-kindergarten (UPK) programs shall be designed to effectively serve eligible children through collaborative efforts between the Panama Central School District and an eligible agency or agencies.

Programs shall be: learner-centered, educationally-based, aligned with the New York State Prekindergarten State Learning Standards (2019)

[https://earlychildhoodny.org/pdfs/NYS\\_Prek\\_Learning\\_Standards-2019.pdf](https://earlychildhoodny.org/pdfs/NYS_Prek_Learning_Standards-2019.pdf) that ensures continuity with instruction in the early elementary grades and which is integrated with the District's instructional program in kindergarten through grade twelve.

The program should be designed to:

- A. Meet the social, cognitive, linguistic, emotional, cultural and physical needs of all eligible children.
- B. Implement learner-centered activities and provided in a way that promotes the child's social emotional growth and development.
- C. Provide early literacy and emergent reading instruction based on effective, evidence- based practices and which are aligned to District programs.
- D. Promote early literacy and early numeracy skill development through collaborative efforts between the school and families using multiple approaches, which include creating an English literacy environment and providing opportunities for reading, writing, and mathematics, especially in the areas of phonics and phonemic awareness.
- E. Develop receptive and expressive communication skills.
- F. Maximize integration of preschool children with disabilities.
- G. Provide transition to and continuity with the early elementary grades.
- H. Coordinate support services for children and families in order to ensure that each child has the opportunity to successfully meet the goals of the Universal Pre-Kindergarten Program.
- I. Provide experiences that are designed to influence a positive concept of self, recognizing the cultural, linguistic, and varied backgrounds, needs, interests, and developmental levels of each child.
- J. Provide classrooms with instructional materials and equipment that allow for a balance of active and quiet play and individual and group activities.

## **E. PROGRAM COMPONENTS:**

Program components must include the following:

- A. Learning centers incorporated within the classroom designed to include areas for:
  - 1. Creative and Performing Arts
  - 2. Blocks and Construction
  - 3. Library, Media, and Technology
  - 4. Mathematics and Math Manipulatives
  - 5. Science and Nature
  - 6. Literacy (Reading and Writing), including phonics and phonemic awareness
  - 7. Role playing
  - 8. Indoor and Outdoor activities
- B. Parental involvement activities.
- C. Support services provided to children and their families necessary to support the child in his/her transition into a participation in the Universal Pre-Kindergarten Program.
- D. Provide a nutritional meal as part of the instructional program.
- E. An assessment process established in collaboration with the District to determine the developmental baseline and progress of children participating in the Program.

## **F. CRITERIA FOR SELECTION**

Based upon the proposals submitted, the Panama Central School District shall determine which eligible agency or agencies will be selected to collaborate on the implementation of the District's Full-Day Universal Pre-Kindergarten implementation plan. In making such determination, the District shall consider the following criteria:

- 1. The eligible provider's capacity to effectively, efficiently and immediately provide needed service.
- 2. The ease of utilization and accessibility of the program to parents.
- 3. The capacities to provide and/or participate in ongoing staff development.
- 4. The staffing patterns and qualifications.
- 5. Documentation that all applicable health and safety codes and licensure or registration requirements are met.
- 6. Anticipated fiscal share and other resources that contribute to the Full-Day Universal Pre-Kindergarten Program.



7. The current program design and consistency with providing developmentally appropriate programs.
8. The fiscal solvency of the provider.
9. The stability of staff in relation to average duration of employment, rate of turnover and ability to fill vacancies in a timely manner.
10. The articulated mission/philosophy statements of the provider.
11. The record management and documentation procedures followed by the provider.
12. The administrative structure of the provider.
13. The provider's capacity and experience in serving children with disabilities.
14. The provider's capacity and experience in serving children and their parents when they are Limited English Proficient.
15. Children's progress as demonstrated by assessment.
16. Demonstrated effectiveness of the eligible provider's program.
17. The provider's ability to provide "wraparound" care, at the family's expense, before and after the UPK program's hours.

## **G. PROPOSALS**

Proposals must be self-explanatory and comprehensive. The proposal must include:

1. A description of the services to be provided, including the curriculum, support services, how you propose to evaluate, monitor and report student progress, and a proposed schedule including the length of the school day (Appendix B).
2. A detailed narrative which describes how your agency proposes to meet the goals and objectives of a Full Day Universal Pre-Kindergarten program plan.
3. A description of your staff's qualifications, staffing patterns, child-staff ratio, administrative structure, and staff development (Appendix B).

The following must be addressed in the proposal:

1. The District currently estimates an annual Kindergarten enrollment of 20-27 Panama Central students. The grant provides for up to 23 Full-Day Universal Pre-Kindergarten students slots. Please provide the District with the tuition cost per child.
2. A completed Full-Day Universal Pre-K proposed budget (Appendix A).

If a proposal does not satisfactorily respond in detail to the application, it will be considered non-responsive and receive no further consideration. There is no expressed or implied obligation for the District to reimburse responding individuals or agencies for any expenses incurred with preparing proposals.

Proposals submitted after the time and date stated herein will not be considered and will be returned to the individual or agency unopened.

The District reserves the right to reject any or all of the proposals or any part thereof submitted in response to this Request for Proposal and reserves the right to waive formalities as such action is deemed to be in the best interest of the District.

#### **H. Exceptions**

Any exceptions to the terms, conditions, or other requirements in any part of this Request for Proposal must be clearly stated in the provider's proposal. Otherwise, the District will consider all items offered are in strict compliance with this Request for Proposal, and the successful provider will be responsible for compliance.

**I. Provider Guarantees:**

1. The Provider certifies it can and will provide and make available, as a minimum, all services set forth in its application.
2. The Provider has read the foregoing together with the Appendix and Contractual Requirements and agrees that the rights and prerogatives as detailed therein are retained by the District.
3. The Provider agrees to be bound by the contractual requirements delineated in the Appendix.

\_\_\_\_\_

Signature of Official: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Date: \_\_\_\_\_

**J. Conflicts of Interest and Independence**

The Provider must disclose all conflicts of interest both in fact and/or in appearance. In addition, the Provider shall give the District written notice of any professional relationships giving rise to potential conflicts of interest entered into during the period of contract.

Signature of Official: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX A

### PROPOSED BUDGET

1. **Detail proposed expenditures.** Please note: Parents cannot be charged a fee for participation in the Full-Day Universal Pre-Kindergarten Program. Programs must accommodate 36 students for 180 days at the mid-year per pupil maximum that you are requesting.

<i>Item Description</i>	<i>Full-Day Universal Pre-K Funds</i>
<b>Professional Salaries</b>	
<b>Support Staff Salaries</b>	
<b>Purchased Services</b>	
<b>Supplies and Materials</b>	
<b>Travel Expenses</b>	
<b>Employee Benefits</b>	
<b>Indirect Costs</b>	
<b>Equipment</b>	
<b>Estimated District Classroom and/or Office Rental Costs, Subject to Availability</b>	TBD
<b>TOTAL</b>	



**Proposed Budget Continued:**

Describe proposed Full-Day Universal Pre-Kindergarten Program expenditures:

[illegible]

## APPENDIX B

Provider				
Specific Description of Program Component	Goal	Objective	Activity	Method of Assessment and/or Program Evaluation
Early Literacy: Please highlight phonics and phonemic awareness				
Early Numeracy				
Support Services				
Parental Involvement				
Staff Development				
Continuity With Early Elementary Grades				
Implementation of the New York State Prekindergarten Learning Standards				



## APPENDIX C

### General Requirements of the New York State Education Department

#### A. Admission requirements for children

##### (a) No child may participate in the pre-kindergarten program unless:

1. A report of a medical examination of the child signed by a physician is submitted within 30 days of admission which states that the child is free from contagious or communicable disease.

2. The child has been immunized to the extent appropriate to his/her age in accordance with section 2164 of the Public Health Law; or has been granted an exemption from such immunization.

##### (b) Admission shall be in accordance with Red Creek Central School District Policies.

#### B. Physical facilities

(a) Each pre-kindergarten classroom shall have at least a minimum of 30 square feet per child of usable activity space, excluding cloakrooms, bathrooms and storage facilities.

(b) There shall be a minimum of 75 square feet of outdoor play area per child. Less than 75 square feet per child may be permitted upon submission of evidence of careful spacing of equipment and limitation of use to small groups at a time.

(c) There shall be no construction, addition, substantial modification or change in occupancy of buildings or parts of buildings used or to be used in the operation of the pre-kindergarten program unless plans and designs of changes have been approved by the department.

(d) Each pre-kindergarten program shall provide adequate indoor and outdoor space to accommodate a variety of gross motor activities which encourage physical and social development of the children.

(e) The pre-kindergarten program shall be located on or close to the first floor of the building and is accessible for children with handicapping conditions who may participate in the program.

(f) A bathroom shall be part of, or immediately accessible to, the pre-kindergarten classroom. Such bathrooms must be barrier free.

(g) Appropriate space shall be designated for the use of parent activities.

C. Safety and sanitation

(a) All buildings, premises, equipment and furnishings used for the pre-kindergarten program shall be safe and suitable for the comfort and care of the children and shall be provided and maintained in a good state of repair and sanitation, as determined by the commissioner.

(b) Suitable precautions shall be taken to eliminate all conditions which may contribute to or create a fire.

(c) Fire drills shall be held in accordance with the provisions of section 807 of the Education Law. A record of these drills shall be maintained.

D. Health and nutrition

(a) The pre-kindergarten program shall ensure the health and safety of the children participating in the program.

(b) The program shall be equipped with a first aid kit and kept stocked for emergency treatment. First aid supplies must be kept in a clean container and in an area not accessible to children.

(c) A pre-kindergarten program shall have a written plan on file as prescribed by the commissioner which shall describe the medical and health policies and procedures which shall be explained to all staff and parents.

(d) The Health & Nutrition program shall be in accordance with Pioneer CSD policies.

E. Discipline

(a) For the purpose of this section, corporal punishment means any act of physical force upon a child for the purpose of punishing that child.

(b) The program shall establish and inform all parents and staff of a written pupil discipline policy. Such policy shall include the following:

(c) Any discipline used must relate to the child's misbehavior and be handled without prolonged delay on the part of the staff;

(d) Room isolation, corporal punishment, and denial of food are prohibited

## **APPENDIX D**

### **Safety and Access**

The Provider and the District will agree on the terms of Safety, Access, and Entry into school district buildings, including security protocols, method and hours of access and method and responsibility for closing the access points if necessary. A Safety Plan that addresses the UPK Center's protocol shall be given to the District's UPK Director no later than September 1 prior to the start of the school year.