



PROGRAM ASSURANCES CHECKLIST

PFA Program Assurances are enumerated in the Memorandum of Understanding (MOU), the contractual agreement that agencies endorse to acknowledge the programmatic responsibilities that apply to all participating PFA sites.

My Program ensures that:

- All information contained within this application, as well any documentation collected by First 5 San Francisco or any Preschool For All agency is considered public information. This information will be included in the program's permanent file and is subject to Public Records request(s).
- There will be full disclosure of California Community Care licensing records to the Preschool For All review team, including disclosing and explaining any pending investigation of my program. Preschool For All will verify licensing compliance and standing with California Community Care Licensing.
- Only** the number of Preschool For All eligible four-year-old children that are enrolled and in attendance in the program will be claimed as part of the PFA Program.
- Each child reported as PFA-eligible is a San Francisco resident living in the City of San Francisco, and will have their **fourth birthday on or before December 2nd** of the program year in which they are enrolled in a Preschool For All program.
- 2010/2011 Preschool For All child enrollments **are not** eligible for SFUSD kindergarten in September 2010.
- The site's Preschool for All program will maintain a maximum class size of twenty-four (24) children of any age. Ratio groups are one adult per eight (8) children (except in places where 1:10 is a minimum) with at least one adult qualifying as the PFA Lead Teacher; and subsequent in-ratio adults qualifying at the CCTC Associate Permit Level (for up to 16 children) and the CCTC Assistant Permit Level (for more than 16 children).
- The site's Preschool for All Program is free for all eligible participating families for the PFA Portion of the Day.
- The agency will provide First 5 SF with a salary/wage compensation plan. First 5 SF will provide technical assistance, as needed or requested. The agency's compensation plan will indicate how PFA funds will support efforts to increase salaries, benefits and education levels for staff.
- The site's Preschool For All Program will use PFA funds to reduce family fees charged for the PFA portion of the day (where applicable); enhance compensation (including salary or benefits); provide additional training and educational advancement for the teachers and staff assigned to each PFA classroom; and to otherwise enhance quality of the classroom experience.



- The site's Preschool For All Program will provide enrolled children with 3.5 hours of preschool experience per day (unless other funding source has a requirement between 3.0 to 4.0 hours) for 175 days (part year); or 2.5 hours per day for 245 days (full year).
- The site's Preschool For All Program will adhere to the Program Quality Guidelines required by First 5 San Francisco. (Q23)
- The site's Preschool For All Program will not discriminate against families in the recruitment, enrollment or registration process on the basis of race, gender, nationality, ability, or religion.
- The site's Preschool For All Program will follow PFA San Francisco guidelines on developmental screening of children using the Ages & Stages Questionnaire, or other approved, evidence-based screening tool and process.
- Conduct an assessment of children's developmental progress using the Desired Results Developmental Profile (DRDP) twice per year.
- No faith-based religious teachings and/or activities will be included during the Preschool For All Portion of the Day.
- The site's Preschool For All Program will provide equal opportunities to children with disabilities, as defined by the Americans with Disabilities Act and in accordance with all applicable state and federal laws.
- The provider must ensure all Preschool For All teachers participate in a minimum of eight hours of in-depth training in Inclusion and /or meeting the needs of children with disabilities or other special needs. One teacher per classroom must participate during each program year until all PFA teachers have met this requirement. The provider must also ensure all Preschool For All classroom staff participates in one (1) in-service training workshop on Inclusion and /or meeting the needs of children with disabilities or other special needs during each PFA program year. (Q55)
- The provider must ensure all Preschool For All teachers participate in a training with a minimum of eight hours in Language Acquisition and Literacy for Dual Language Learners. One teacher per classroom must participate in training during each PFA program year until all PFA teachers have met this requirement. The provider must also ensure all Preschool For All classroom staff participates in one (1) in-service training on literacy and language development during each PFA program year. (Q55)
- The site's Preschool For All Program will respect each child's family structure, cultural background, language, and customs.
- The site's Preschool For All Program will place a high value on having a diverse workforce.
- The site's Preschool For All Program will support parents/families as leaders and partners in their children's preschool education.



- The site's Preschool For All Program will implement a parent/family involvement and support program to engage parents/families.
- At least one agency's staff member directly involved with Preschool For All will attend all required Preschool For All orientations and trainings, including Learning Circles and Administrators' Roundtables.
- The site's Preschool For All Program will assist in the evaluation efforts of the PFA Program by participating in data collection, surveys, and focus groups as requested.
- Participate in the ongoing evaluation of Preschool for All by collection and providing data – including child-level and teacher-level data, participation in focus groups or other methods determined by the Preschool for All local evaluation plan and state-level demonstration grant.
- Input data using the required database – “Cocoa” – as instructed.
- All information provided in this application is true and accurate. I understand that falsifying information reported will jeopardize eligibility for participation.
- Final selection of applicants for Preschool for All is subject to availability of funding. All award decisions are final, and there is no appeal process.
- I have read all of these assurances and will operate the Preschool For All Program as I have agreed above.