

## Frequently Asked Questions 2019-20 VPK Scope of Services

The Local Education Agency, (referred to in the Scope of Services as “the Grantee”) in accordance with the state-approved grant proposal, will create an early childhood education program to comprehensively address the educational needs, including cognitive, physical, social, and emotional, of eligible four-year-old children. The early childhood education program will provide high quality early childhood education services in accordance with Title 49, Chapter 6, Part 1 and the policies, rules and regulations of the state board of education and the department of education.

A summary of changes to this year’s requirements for all Voluntary Pre-K (VPK) classrooms is provided below. In addition, please review the detailed [scope of services](#) as this summary is not exhaustive.

### **1. What changes have been made related to student eligibility for VPK programs?**

Pursuant to T.C.A. § 49-6-101, grantees may enroll additional students who do not meet the income eligibility requirements subject to availability of space and resources after exhausting all efforts to enroll at risk four (4) year-olds.

Approval by the TDOE early learning grant manager is no longer required prior to enrollment of children who are four (4) years of age who do not meet the income eligibility requirement. Documentation of how the enrollment process established by the Community Pre-K Advisory Council (C-PAC) was followed must be submitted to the TDOE early learning grant manager.

By law, children who are five (5) year-olds are not eligible to be enrolled in VPK classrooms.

### **2. Do grantees need to request approval for enrollment exceptions?**

Grantees must submit a written request to the TDOE early learning grant manager prior to enrollment of any three-year-old children in the VPK program. Upon receipt of all relevant documentation, grantees can expect a response within 5-10 business days.

### **3. What changes have been made related to behavior management and attendance?**

Grantees shall implement and document a discipline plan inclusive of restorative practices, including, but not limited to, consulting with district special education supervisors, to address behavioral and/or attendance concerns in collaboration with the family.

### **4. Do grantees need to request approval for permanent dismissal of a child?**

Grantees must submit a written request to TDOE early learning grant manager for the permanent dismissal of a child due to behavior concerns, including, but not limited to documentation of the

discipline plan inclusive of restorative practices and efforts. Upon receipt of all relevant documentation, grantees can expect a response within 5-10 business days.

Prior to a school-initiated withdrawal due to attendance concerns, grantees must submit documentation for reason of dismissal to the TDOE early learning grant manager. Documentation should include the discipline plan inclusive of restorative practices regarding attendance concerns. Approval by the TDOE early learning grant manager is no longer required.

**5. *Of what other program changes must grantees notify the TDOE early learning grant manager?***

Grantees must notify the TDOE early learning grant manager of any utilization of a long-term substitute.

**6. *What changes have been made related to collaboration?***

Grantees shall ensure the Community Pre-K Advisory Council (C-PAC) includes, but is not limited to, members representing the local school board, parents, teachers, nonprofit providers, for profit providers, Head Start, the business community, and local government funding bodies pursuant to T.C.A. § 49-6-106. Grantees shall involve C-PAC members in program decisions.

**7. *What changes have been made related to classroom assessment and evaluation?***

Grantees shall evaluate progress toward achieving goals and report data to the TDOE early learning grant manager.

Grantees shall administer the pre-school Early Childhood Environment Rating Scale (ECERS-3) and Early Language & Literacy Classroom Observation (ELLCO) to all first year teachers in VPK classrooms (new class, new teacher, or recently changed grade levels) by a designated, reliably-trained district staff member. Assessments must be conducted by a reliably-trained district designee by October 1. A Continuous Quality Improvement Plan, which includes data results and a plan of action for addressing areas of need, must be submitted to the TDOE early learning grant manager by November 1 of the current school year.

Grantees shall annually administer the pre-school Early Childhood Environment Rating Scale (ECERS-3) to one-third of all district VPK classrooms so that all teachers are placed in a three-year cycle of assessment. Assessments must be conducted by a reliably-trained district designee by December 15. A Continuous Quality Improvement Plan, which includes data results and a plan of action for addressing areas of need, must be submitted to the TDOE early learning grant manager by December 30 of the current school year.

Grantees shall annually administer the Classroom Assessment Scoring System (CLASS) on all district VPK classrooms. Pre-assessments must be conducted by a reliably-trained district designee before December 15. Pre-assessment data must be submitted to the TDOE early learning grant manager by December 30 of the current school year. Post-assessments must be conducted by a reliably-trained district designee by May 15. Post-assessment data must be submitted to the TDOE early learning grant manager by June 15 of the current school year.

Grantees shall collaborate as needed with the TDOE early learning grant manager to follow up on any ERS, ELLCO, and/or CLASS Continuous Quality Improvement Plan written in the previous school year to be completed in the current school year.

**8. *What changes have been made related to program monitoring?***

Grantee shall maintain documentation on file in the classroom, unless otherwise noted, and easily accessible for monitoring. Documentation must be maintained at the local level regarding the process used to validate eligibility. CLASS data shall also be included in the documentation.

**9. *What changes have been made related to program reporting?***

Grantee shall file mid-year and end of year monitoring reports using the template(s) provided by the TDOE early learning grant manager.

**10. *Where can grantees find the updated General Assurances document for completion?***

To agree to the [2019-20 VPK Scope of Services](#) and accept FY20 funding for programs, please sign the last page of the document and upload a completed version in ePlan under 'Related Documents.'