

Appendix C-1 (Sample)

Application Information

Enter the 6 digit BEDS Code for the School District in which the program is located in the space provided, it will automatically enter your School District Info. All BEDS Codes may be found on the BEDS CODES tab.	District Name -> (where the program is located)	Sample School District
	6 Digit BEDS Code ->	000000

STATEWIDE UNIVERSAL FULL-DAY PREKINDERGARTEN PROGRAM

Name of Individual Providers and Program Locations				Applicable Licenses				Facility Lease	Intended Staffing Plan and Certifications										
A	B	C	D	E	F	G	H	I	J	K			L		M	N	O	P	Q
Type of Provider	If Nonprofit or Community-based provider, list Sub-type of Provider	School/Provider Name	Location of Program	Licensing, Permitting, Regulatory, Oversight, Registration or Enrolling Agency	Applicable License Registration # (optional)	Additional Licensing, Permitting, Regulatory, Oversight, Registration or Enrolling Agency	Applicable License Registration # (optional)	Is the Prekindergarten Program in Leased Space? Yes/ No	Number of Classrooms at Program Location	# of Certified and Uncertified Teachers			# of Students with a certified teacher		# of Students with an uncertified teacher				
										B-2, N-6, PreK-6 Special Education*	BS + 3 year plan**	para-professionals (optional)	New Full-Day UPK Slots	Full-Day Conversion Slots	New Full-Day UPK Slots	Full-Day Conversion Slots			
School District	N/A	Sample School District	Address where Classrooms are Located	N/A	N/A	N/A	N/A	No	6	6	0	6	17	85	0	0			
Community-based Organization	Child Care Program	Lucky Ducky Day Care	21 Waddle Way, Someplace, N.Y. 11223	Office of Children and Family Se	Insert # or Type N/A	N/A	Insert # or Type N/A	Yes	4	2	2	4	17	16	18	15			
Insert Additional Rows Above If Needed									Total	8	2	10	34	101	18	15			

* A NYS Early Childhood Teacher (Birth - Grade 2) Certificate; Prekindergarten – Grade 6 Certification; NYS Students with Disabilities (Birth - Grade 2) Certificate; or other valid Certificate.
 ** Bachelor's degree in early childhood education or a related field with a written plan to obtain certification valid for service in the early childhood grades.

Each application must include the names of individual program locations and providers, applicable licenses, facility lease information, and intended staffing plans and certifications.

Directions:

- 1) Enter the 6 digit BEDS Code for the School District in which the program is located in the space provided, it will automatically enter your School District Info. All BEDS Codes may be found on the BEDS CODES tab on this sheet.
- 2) Program information must be supplied for each provider and each program location in operation. Each program location should be its own row on the sheet. In the event one provider operates programs at multiple locations, enter the individual program information for each program location in a separate row and then re-enter the same provider information for each program location the provider operates.
- 3) Use the menu options or insert the data requested. Insert N/A for columns B, E and/or G if the data request is not applicable. Insert N/A for columns F and/or H if the optional information requested is not available.
- 4) For each program location, insert the number of certified and uncertified teachers at each location.
- 5) For each program location, insert: the number of students to be taught by a classroom teacher who is certified and whether the seat is a new full-day slot or whether the seat is converting from a half-day slot to a full-day slot; and the number of students to be taught by a classroom teacher who is not certified and whether the seat is a new full-day slot or whether the seat is converting from a half-day slot to a full-day slot.
- 6) Save the excel file using the name of the LEA or Individual Applicant that is also provided by the applicant on the Cover Page of the Statewide Universal Full-Day Prekindergarten Program Application.
- 7) Submit the file as part of the Statewide Universal Full-Day Prekindergarten Program Application.
- 8) Use the student data submitted as part of this sheet (corresponding with the whether the student's teacher is certified or not certified and whether the student's seat is a new full-day slot or a seat converting from a half-day slot to a full-day slot) to fill out the Grant Calculator for the Statewide Universal Full-Day Prekindergarten Program Application (Appendix C-2).