The Utah Office of Child Care (OCC) is calling for child care providers who offer preschool services to economically disadvantaged, four-year-old children to submit a **High-Quality Certification Request Form**. Submission of this form will initiate an evaluation to determine if the program is deemed high quality and eligible to participate in the High Quality School Readiness Expansion (HQSR-E) Grant or the Intergenerational Poverty Scholarship Program or both.

**Purpose:**
The HQSR-E is intended to expand access to preschool programs for eligible students to increase school readiness, improve academic performance and reduce remediation costs associated with poor academic outcomes. The HQSR-E Grant program provides grant funds to child care providers with existing early education programs deemed high-quality, as determined by the Early Childhood Environment Rating Scale ECERS-3, ECERS-E, and additional rubric criteria. Programs that are certified as high-quality will also be included in the Intergenerational Poverty Scholarship Program.

**Eligibility Requirements:**
Programs must meet the criteria listed below to qualify for certification:
- Provide services to economically disadvantaged, four-year-old children.
- Complete the High-Quality Certification Request Form and participate in an evaluation provided by OCC.

**Instructions:**
To participate in the HQSR-E grant and/or Intergenerational Poverty Scholarship Program, providers must first be evaluated and certified as a high-quality program. To receive a certification from OCC, the program must:
1. Complete the High-Quality Certification Request Form (attached)
2. Submit the completed form to OCC via schoolreadiness@utah.gov by **5:00 p.m., November 30, 2017**.

Once the completed form is received, a representative from OCC will schedule a program evaluation. The results of the evaluation will be reviewed and the program will receive a certification of high-quality or a denial letter.
**Organisation Contact Information**

Indicate which funding opportunity you are interested in:  ☐ HQSR-E Grant  ☐ IGP Scholarship  ☐ Both

Organization Name__________________________________________

Federal Tax ID #: ___________________________________________DUNS# ________________________________

This entity is a:  ☐ Individual/Sole Proprietor  ☐ For-Profit Corporation  ☐ Non-Profit Organization (attach 501(c)(3) letter)  ☐ Other __________________________

**Contact Information:**

Name:___________________________________________Title:______________________________________________

Address:______________________________________________________________________________________

Phone:______________________________________Email:__________________________________________

Describe how the preschool program demonstrates the following elements of a high quality school readiness program (as defined by 53A-1b-105; Lines 106-138). **Incomplete request forms will not be considered.**

1. Explain how the program actively implements an evidence-based curriculum that is aligned with all the developmental domains and academic content areas as defined in the Utah Early Childhood Standards, including the following academic content areas: oral language and listening comprehension, phonological awareness and pre-reading, alphabet and word knowledge, pre-writing, book knowledge and print awareness, numeracy, creative arts, science and technology, social studies, health, physical education, and safety.
2. How does the program incorporate intentional and differentiated instruction in whole group, small group, and child-directed learning?

3. Describe how the program provides ongoing, focused, and intensive professional development for staff.

4. Describe how the program provides ongoing assessment of a student’s educational growth and developmental progress to inform instruction.
5. Describe the program's plans for how the program will incorporate the Board selected pre- and post-assessment of each student and gather parent consent for such an assessment.

6. Explain how the program ensures class size does not exceed 20 students, with at least one adult for every 10 students in the class, and considers lower ratios for preschool classrooms with students with disabilities.

7. How does the program engage families, including ongoing communication between home and school, and parent education opportunities based on each family's circumstances?
8. Explain whether or not the program is staffed with a teacher(s) who has at least an associate’s degree or a bachelor’s degree in an early childhood education related field or a child development associate certification.

9. Describe how the program conducts program evaluation and data collection to monitor program goal achievement and implementation of required program components.

Submit completed form to schoolreadiness@utah.gov by November 30, 2017. Please allow seven business days for OCC to review the request form. A Program Specialist will contact you to schedule the evaluation once this form has been reviewed.