

STATE OF MINNESOTA

SCHOOL READINESS PROGRAM PLAN

FOR

FY 2012 (2011-2012 School Year)

FY 2013 (2012-2013 School Year)

**Issued by the Minnesota Department of Education
under an appropriation from the Minnesota Legislature**

January 2011

Plan Due: April 1, 2011

State of Minnesota

School Readiness Program Plan (ED – 02353-07)

INTRODUCTION

1. Background

Pursuant to Minnesota Statutes, section 124D.15, School Readiness Program Plans (Plan) are required to be submitted biennially by school districts to the commissioner of the Minnesota Department of Education (MDE). **An approved and current plan must be on file with MDE in order for a school district to receive School Readiness aid.**

The school districts included in the 2011 review process have been selected to reflect a statewide distribution among counties, reported four-year-old population counts and reported K-12 eligibility for free or reduced-price school lunches.

IMPORTANT! School Districts submitting a School Readiness Program Plan for the April 1, 2011, deadline must submit data electronically through the Early Learning Services Data System and mail additional required documents.

2. Submission Information and Deadline

- [Find a list of the school districts required to submit a Plan and submission deadlines](http://education.state.mn.us) on the MDE Website. (<http://education.state.mn.us>, Learning Support → Early Learning Services → Coordinator Resources → Annual Reports & Plans).
- **All pages of the plan are required. Data must be submitted through the Early Learning Services Data System and selected documents mailed to the Minnesota Department of Education for receipt by April 1, 2011, for a school district's plan to be considered complete and submitted by the deadline. A list of the documents to be mailed to MDE is listed below.**
- Districts are selected by the commissioner to submit a biennial plan by April 1, 2011. *Annual School Readiness state aid entitlements of school districts without an approved School Readiness Plan on file will be set at \$0.*

3. Electronic Submission Requirements

- School districts must electronically submit the Plan's program sections including data about enrollment, programs and services and School Readiness required components. [Access the Early Learning Services Data System.](http://education.state.mn.us) (<http://education.state.mn.us> → Data → Data Submissions. Scroll to Early Learning Services Data Reporting.
- A School Readiness coordinator should use the same User ID and password to log into Early Learning Services Data System as for annual data submission. It is not required to set-up a new account if one has been previously established. [Find data system login and account set-up information in the Early Learning Services Data Submission Guide.](#)

Worksheets to prepare data for electronic submission of the enrollment, program service delivery and School Readiness required components are provided later in this document. These data elements parallel data requirements for the School Readiness Annual Report. *The School Readiness Annual Report submission deadline is July 15, 2011.*

4. Requirements Following Electronic Submission of Data

- **Print** the School Readiness Program Plan Cover Sheet (page 10 of this document) and the School Readiness Program Plan Statement of Assurances (page 11 of this document).
- **Keep a copy of the submitted Plan documents for your files.**
- **Mail the following documents (must be received at MDE by April 1, 2011):**
 - **Two copies** of the School Readiness Program Plan Cover Sheet.
 - **Two signed copies** of the School Readiness Program Plan Statement of Assurances to MDE following electronic submission of the Plan. The Statement of Assurances must be signed by the superintendent.
 - **Two copies** of the School Readiness Program Plan Budget Planner and Expenditure Planning Worksheet. [The School Readiness Program Plan Budget Planner](http://education.state.mn.us) is found at <http://education.state.mn.us>, select Learning Support → Early Learning Services → Coordinator Resources → Annual Reports & Plans.
 - **Two copies of all contracts** (if the school district has written contracts with vendors to provide School Readiness services for the school district).

5. Edits to Plan Following Electronic Submission

School districts may change the Program Plan data electronically submitted through the Early Learning Services Data System at any time until April 1, 2011. Users can log in to the data system as if they were entering data for the first time, make the necessary changes and select “submit.” Print a new copy of the Plan that includes the changes for your records.

6. Changes to the Plan Following Approval

If it is necessary to change your School Readiness Program or services from the approved Program Plan at any time during FY 2012 or FY 2013, submit a letter to the Minnesota Department of Education, Early Learning Services Division, describing the program or service delivery changes.

For more information on the School Readiness Program Plan, contact

Michael Brown 651.582.8399

mike.p.brown@state.mn.us

SCHOOL READINESS BUDGET PLANNER

Overview

Each School Readiness Program Plan applicant must print and submit the School Readiness Budget Planner (Budget Planner) spreadsheet. The School Readiness Budget Planner is an Excel spreadsheet designed to assist school districts in the preparation of the annual revenue and expenditure budgets for the School Readiness Program.

[View the Budget Planner is located on the MDE website.](http://education.state.mn.us) (<http://education.state.mn.us> select Learning Support → Early Learning Services → Coordinator Resources → Annual Reports & Plans.) The School Readiness Budget Planner includes instructions and an automated spreadsheet for developing a budget plan. Print and submit the plan by mail to MDE. This spreadsheet is only for the budget information for the School Readiness Program Plan. Other information about School Readiness Programs and services required for the Plan must be submitted electronically through the Early Learning Services Data System.

To prepare the School Readiness projected budgets for this Plan, follow these steps:

Step 1: The first tab, “Instructions,” on the Budget Planner provides detailed information about entering revenue and expenditure data for the School Readiness Program. This tab is located in the lower left corner of the screen. Print a copy of the instructions for reference before proceeding to the next step.

The fourth tab, “Allowable Expenditures,” provides a listing of The Uniform Financial and Accounting Reporting Standards (UFARS) Object codes (expenditures) for which School Readiness revenue can be used. [Read more about the UFARS Object codes, including definitions for each Object code allowed, in the “UFARS Manual – 10 – Object Dimension, Chapter 5 – FY 2010”](http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/Financial_Management/UFARS/index.html) (http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/Financial_Management/UFARS/index.html) .

Step 2: Select the second tab, “Budget Planner.” Enter the school district number in the shaded section in the upper left corner. Column A, FY 2010 (school year 2009-2010), on the spreadsheet will automatically populate with the school district revenue and expenditure data from FY 2010. Enter the School Readiness revenue and expenditure data in the yellow-shaded areas for FY 2011 (current 2010-2011 school year), FY 2012 (2011-2012 school year) and FY 2013 (2012-2013 school year).

Please see Step 6 (required for combined School Readiness Programs) if the School Readiness Program Plan includes more than one school district.

Step 3: Select the third tab, “Expenditure Planning Worksheet.” Enter the School Readiness expenditure data in the yellow-shaded areas for FY 2011 (current 2010-2011 school year), FY 2012 (2011-2012 school year) and FY 2013 (2012-2013 school year).

Step 4: Mail two copies of the completed School Readiness **Budget Planner** and the **Expenditure Planning Worksheet** pages to MDE in the same packet as the School Readiness Program Plan Cover Sheet and the School Readiness Program Plan Statement of Assurances. **All documents must be received by April 1, 2011.**

Step 5: Save a copy of the School Readiness Budget Planner – Budget Worksheet for your files.

Step 6 (required for combined School Readiness Programs): Minnesota Statutes, section 124D.15 allows a group of districts to establish a School Readiness Program. Some school districts combine their School Readiness revenue with another school district or school districts to provide a single program.

The steps listed below and the “Combined District Planner” in Tab 5 must be used when a group of school districts combine their resources to provide a School Readiness Program to preschool children from more than one district.

- (a)** Follow Step 2 and Step 3 above to complete and print a separate “Budget Planner” and “Expenditure Planning Worksheet” page for each district.
- (b)** Add revenue and expenditure data by line item from all school districts' Budget Planners for FY 2010 (school year 2009-2010), FY 2011 (school year 2010-2011), FY 2012 (school year 2011-2012) and FY 2013 (school year 2012-2013).
- (c)** Enter the total amounts for the combined districts by line item on to the Combined District Planner Tab 4 of the Excel spreadsheet.
- (d)** Continue with Step 4 above.

Estimated Enrollment

Indicate the estimated number of participants *served under this Plan* in each of the categories below. This is the estimated number of children and parents expected to participate *each year*.

- A School Readiness Program participant is a child/parent who receives School Readiness program services supported by School Readiness program state aid (beyond the *required* components of the mandated Early Childhood Screening Program under Minnesota Statutes, section 121A.17). This **does not** include the children/families receiving School Readiness Education program newsletters/notices only.
- A child's age is that as of September 1st of the current school year.

	2009-2010 (actual)	2010-2011 (current year)	2011-2012 (1 st year of plan)
Estimated number of children age 3			
Estimated number of children age 4			
Estimated number of children age 5, not yet in kindergarten			
Estimated number of parents of participating children			
Estimated number of children in the program with an Individualized Educational Plan (IEP)			

School Readiness Programs and Services

Select the method(s) by which the school district School Readiness Program is delivered and provide information in the columns about the details of program delivery.

DESCRIPTION OF PROGRAM SERVICES		NUMBER OF CHILDREN PARTICIPATING	NUMBER OF PARENTS PARTICIPATING	AVERAGE NUMBER OF HOURS PER CHILD PARTICIPANT	AVERAGE NUMBER OF WEEKS/YEAR
A. Half-Day Early Childhood Program	1 Day/Week				
	2 Days/Week				
	3 Days/Week				
	4 Days/Week				
	5 Days/Week				
B. Full-Day Early Childhood Program	1 Day/Week				
	2 Days/Week				
	3 Days/Week				
	4 Days/Week				
	5 Days/Week				
C. Half-Day of Child-Only Time Added to Early Childhood Family Education	1 Day/Week				
	2 Days/Week				
	3 Days/Week				
	4 Days/Week				
	5 Days/Week				
D. Integrated Class(es) with Head Start Center-Based	1 Day/Week				
	2 Days/Week				
	3 Days/Week				
	4 Days/Week				
	5 Days/Week				
E. Integrated Class(es) with Early Childhood Special Education	1 Day/Week				
	2 Days/Week				
	3 Days/Week				
	4 Days/Week				
	5 Days/Week				
F. Summer Kindergarten Preparation	1 Day/Week				
	2 Days/Week				
	3 Days/Week				
	4 Days/Week				
	5 Days/Week				
G. Integrated Program with Head Start Home-Based Program	1 Day/Week				
	2 Days/Week				
	3 Days/Week				
	4 Days/Week				
	5 Days/Week				

SCHOOL READINESS WORK PLAN REQUIRED PROGRAM COMPONENTS

Complete the School Readiness Work Plan for each of the required components listed.

1. An assessment of each child's cognitive skills at program entrance and before the child leaves the program to inform program planning and promote kindergarten readiness.

A. Indicate the comprehensive child assessment instrument used to assess children:

- Child Observation Record (COR)
- Creative Curriculum Assessment
- Work Sampling System
- Other (Name)_____

B. Describe the child assessment process used at program entrance in the School Readiness Program and at exit from the School Readiness Program (Limit is 250 characters. Characters include spaces, letters, numbers and punctuations).

At program entrance.

At program exit.

2. Comprehensive program content and intentional instructional practice aligned with the state early learning guidelines and based on early childhood research and professional practice, focused on children's cognitive, social, emotional and physical skills and development and that prepares children for transition to kindergarten, including literacy skills.

A. Indicate the curriculum used in the School Readiness Program:

- Creative Curriculum
- High/Scope
- Opening the World of Learning (OWL)
- Other (Name)_____

B. Indicate in which development domains the School Readiness Program has successfully incorporated the *Early Childhood Indicators of Progress: Minnesota's Early Learning Standards (ECIPs)*.

- Approaches to Learning
- Creativity and the Arts
- Cognitive Development
- Language and Literacy Development
- Physical and Motor Development
- Social and Emotional Development

- C. Describe how the Early Childhood Indicators of Progress (*ECIP*) are incorporated into the School Readiness Program (Limit is 250 characters. Characters include spaces, letters, numbers and punctuations).

3. Parent involvement in program planning and decision-making.

- A. Indicate how parents are involved in program planning and decision-making in the School Readiness Program:

- Parent Advisory Council
- Classroom Volunteer
- Committee
- Other (list)_____

	Early Learning Services 1500 Highway 36 West Roseville, MN 55113-4266	SCHOOL READINESS PROGRAM PLAN Cover Sheet	ED-02353-07
			DUE: April 1, 2011

PROGRAM IDENTIFICATION INFORMATION				
District Name		District Number	Other School District Name(s) Included in the Plan	
District School Readiness Program Coordinator Name*			Other School District Number(s) Included in the Plan	
Telephone Number () -		Fax Number () -		E-mail Address (Required)
School Site Contact Name			Title	
Telephone Number () -		Fax Number () -		E-mail Address (Required)
School Address			City	Zip Code

**District School Readiness Program Coordinator must be a licensed early childhood teacher, a certified early childhood educator or a licensed parent educator.*

The School Readiness Biennial Program Plan documents must be received by mail at the Minnesota Department of Education by *April 1, 2011*.

Mark off included documents:

- 1. Cover Sheet
- 2. Statement of Assurances
- 3. Projected Budget
- 4. Contracts, if applicable

Mail to:

Minnesota Department of Education
 Early Learning Services – Sophie Oliver
 1500 Highway 36 West
 Roseville MN 55113-4266

