

**Chazy Central Rural School
Universal Pre-Kindergarten Program
Agency/Organization Application
Request for Proposal
2026-2027
Section 1-Cover Page**

Please Return to:

Krista B. Ringer
Prekindergarten Director/Principal
Chazy Elementary
609 Miner Farm Road
Chazy, NY 12921

Program Name:

Address:

Contact Person:

Title:

Phone:

FAX:

Email:

Type of Organization: Public Institution Private Non Profit Private Profit

Date of Application Submission:

Directions: Please complete the following form and return the original and two copies to the above address by **February 4, 2026**. If you have any questions concerning this application, please call Mrs. Krista B. Ringer at 518-846-7135 or email kringer@chazy.org. The application process will include a site visit to your agency by the Elementary Principal, an early childhood teacher, and the Superintendent to interview your agency staff. The final determination will be made by the Board of Education at their regularly scheduled meeting on March 10, 2026. You will be notified of their decision by letter no later than 3 business days after the board meeting. I would like to thank you in advance for taking the time to complete this proposal.

Chazy Central Rural School
Chazy, NY 12921

Section 2 Overview

PREKINDERGARTEN REQUEST FOR PROPOSAL 2026-2027

An RFP defines the situation or object for which the goods and/or services are required, how they are expected to be used and/or problems that they are expected to address. Vendors are invited to propose solutions that will result in the satisfaction of the school district's objectives in a cost effective manner. The proposed solutions are evaluated against a predetermined set of criteria of which price may not be the primary consideration.

Introduction

The Chazy Central Rural School District intends to provide a Universal Pre-Kindergarten (UPK) program for district students who are four years of age by **December 1, 2026**. We estimate this to be about 18 students.

Length of Contract

September 1, 2026 - June 30, 2027 (Renewable depending on state funding and reapplication)

Funds

As per State Funded Universal PreK - 10% of total amount awarded to the district will be awarded to the Community Based Partner. This total could be up to \$30,019 The per pupil rate will depend on the number of CBO slots awarded.

Eligibility

The intent of this RFP is to solicit proposals from community agencies that presently offer a Pre-Kindergarten program. Agencies who desire to apply to this RFP must offer a pre-Kindergarten program that meets specific requirements of the Commissioner of Education's Regulations. This includes community nursery schools and/or preschool special education agencies, including private schools, parochial schools, and schools in libraries and other public sites.

Population

In order to qualify for the prekindergarten program students must:

- Reside within the Chazy Central Rural School District
- Be 4 years of age on or before December 1, 2026
- 18 seats are available for collaboration
- The Chazy Central Rural School District reserves the right to certify the eligibility of all children in the Prekindergarten Program.

Instructional and Curricular Expectations

The school district seeks an educationally based UPK program that will meet the Uniform Quality Standards of Section 151-1.3 regulation as amended by the New York State Board of Regents. Chazy Central Rural School District is responsible for fiscal and program oversight and student progress in all settings. The Chazy Central Rural School District will implement curricula and practices that ensure strong instruction aligned with the five (5) Domains of New York State Prekindergarten Learning Standards:

1. Approaches to Learning
2. Physical Development and Health
3. Social and Emotional Learning
4. Communication, Language, and Literacy Part A and Part B
5. Cognitive and Knowledge of the World (Mathematics, Science, Social Studies, Arts)

The goal of the district is to work in a collaborative manner with community agencies and to promote active parental involvement. The school district is required to provide staff development to the UPK provider(s) and the UPK provider(s) are required to attend professional development based on the instructional needs of students. Collaborative agencies will be required to work with the Chazy Central Rural School District to provide a positive transition for children participating in pre-Kindergarten Programs.

Ownership of Proposal

All responses to this request for proposals become the property of the school district.

Bidder's Expenses

If any, prospective bidders are solely responsible for their own expenses in preparing a proposal and subsequent negotiations with the Chazy Central Rural School District.

Contract Solution

The school district reserves the right to award a contract in part or in full, or not at all, on the basis of responses received.

Acceptance of Proposals

This RFP should not be construed as a contract to purchase services. The school district is not bound to accept the lowest price or any proposal of those submitted.

Liability for Errors

While the school district has used considerable efforts to ensure an accurate representation of information in this RFP, all prospective bidders are urged to conduct their own investigation into the material facts and the school district shall not be held liable or accountable for errors or omissions in any part of this RFP.

Insurance

The successful bidder shall maintain property insurance and shall maintain general liability insurance for the duration of the agreement. The school district shall be named as an additional insured on a primary and non-contributory basis on the liability insurance policy. The successful bidder shall have insurance coverage of at least \$1,000,000 per occurrence and \$2,000,000 aggregate coverage, as well as abuse/molestation coverage of at least \$1,000,000

The successful bidder shall agree to hold harmless and indemnify the school district from any and all claims including, but not limited to, student personal injury claims, fines, or penalties asserted against the school district which arise out of the successful bidder's operation of the Pre-Kindergarten program unless such claim arises out of an act or omission on the part of the Chazy Central Rural School District.

Acceptance of Terms

All of the terms and conditions of this RFP are deemed to be acceptable by the bidders and incorporated in its proposal except those conditions and provisions, which are expressly excluded by the proposal.

Governing Law

This RFP and any transaction entered into between the bidder and the school district shall be governed by and in accordance with the laws of the State of New York and the United States of America.

Currency and Taxes

Prices are to be in U.S. Dollars the school district is exempt from all sales and use taxes

Application Process

Interested agencies complete the attached application and submit it to the Director of UPK by **February 4, 2026 at 3:15 pm.**

Section 3-Required Services

Please note the following:

1. Program Design Section 151-1.4 indicates the UPK program must meet a minimum of 2.5 hours per day, 5 days a week, 180 days a year. Full-day programs must meet a minimum of 5 hours per day, 5 days per week, 180 days per year.
2. Prekindergarten teachers providing instruction through this Part shall possess:
 - (a) A teaching license or certificate valid for service in the early childhood grades pursuant to Part 80 of this Title;
OR
 - (b) A teaching license or certificate for students with disabilities valid for service in early childhood grades pursuant to Part 80 of this Title;
OR
 - (c) for eligible agencies collaborating with the district to provide prekindergarten services, a bachelor's degree in early childhood education or a related field, or a teaching license or certificate valid for services in the childhood grades pursuant to Part 80 of this Title, and a written plan to obtain a certification valid for service in the early childhood grades within five years.
3. Until all universal prekindergarten teachers at an eligible agency site possess a teaching license or certificate valid for services in the early childhood or childhood grades, the agencies operating such programs shall employ an on-site education director during the hours that the pre-kindergarten program is in operation that will be responsible for program implementation. The on-site director shall possess a teaching license or certificate valid for services in early childhood or childhood grades pursuant to Part 80 of this Title.
4. A prekindergarten teaching assistant providing instructional support in a prekindergarten classroom shall meet qualifications pursuant to Part 80 of this Title.
5. A prekindergarten teacher aide providing support in a prekindergarten classroom shall meet the requirements prescribed by the local Board of Education.

6. Class Size/Staff Ratios (151-1.3) are as follows:
 - a. Maximum class size is 20 children
 - b. For class size up to 18 children, one teacher and one paraprofessional is required
 - c. For classes of 19 and 20 children, one teacher and two paraprofessionals are required

7. Deliver developmentally appropriate curriculum and instruction aligned to the NYS Prekindergarten Learning Standards.

8. Provide specially designed instruction/services to support students with disabilities.

8. Implement instructional strategies to support advancement of Emergent Multilingual Learners.

CBOs will be expected to comply with all required state, local, and district safety and security regulations, provide data and other information to the district as requested, and facilitate district oversight of the program.

Section 4-Description of Required Services to be provided

Program Criteria

1. Prekindergarten Program Narrative (**not to exceed 10 pages, double spaces, standard margins and to include responses to sections 4-9**)
 - What is your mission/philosophy statement?
 - What is your current program design and experience in providing a developmentally appropriate prekindergarten program?
 - What is the maximum number of children to whom the CBO could deliver prekindergarten instruction?
 - What services can you provide; for example, transportation, wrap around care, social services, health screenings, parenting education, etc.?
 - How will you collaborate with other agencies to provide programming or support? (Parenting, health services, delivery of services to students with special needs)

- What are your objectives for social, cognitive, and physical development? Please include a detailed description of the curriculum you are currently using.
- What is the teacher's role in promoting emergent literacy learning and growth?
- How will you accommodate children with disabilities?
- What is your capacity and experience in serving limited English proficient children and their parents?
- How will the CBO ensure the program is inclusive and usable by all families, regardless of their background, abilities, or circumstances?
- How do you plan to involve parents? (examples-a handbook, workshops, take-home activity packets, parent participation agreement)
- How will you ensure continuity with the Chazy Central Rural School District's K-12 program?
- What is your plan for ongoing, informal assessment of students? (Examples-a chart of children's activity choices, samples of children's drawings with captions, photographs/observations of children at play)
- Please include a sample daily schedule and floor plan of the physical environment

Section 5-Staffing Qualifications, Patterns, Performance, and Professional Learning

What child-staff ratio will you implement?

- Community Based Organizations
 - Maximum class size for a prekindergarten class is 20 children.
 - For classes of up to 18 students, there must be one teacher and one paraprofessional assigned to each class.
 - For classes of 19-20 students, there must be one teacher and two paraprofessionals assigned to each class.

Family Day Care settings may have 6 students (Refer to OCFS regulations for staffing levels)

Group Family Day Care settings may have 12 students (Refer to OCFS regulations for staffing levels)

What Qualifications do you have for teachers?

- Prekindergarten teachers should possess a teaching license or certificate valid for service in the early childhood grades or certificate valid for service in the early childhood grades or a teaching license or certificate for students with disabilities valid for service in early childhood grades.
- For eligible agencies collaborating with the district to provide prekindergarten services, teachers may possess a bachelor's degree in early childhood education or a related field or a teaching license or certificate valid for services in the childhood related field or a teaching license or certificate valid for services in the childhood grades and a written plan to obtain a certificate valid for service in the early childhood grades within five years.

What professional development opportunities do you offer teachers?

- Emphasis on collaboration among childcare providers in the community is encouraged.

What tool is used to assess student-teacher interaction and the quality of the learning environment?

How is the stability of staff, turnover rate, and ability to fill cant positions promptly?

Section 6-Oversight and Fiscal Management

Budget of Proposed Expenditures ([FS10 Budget Form](#)) (not part of the 10 page narrative).

- Include salaries and benefits, staff development, parent involvement.
- Supplies-manipulatives
Items for imaginative play, books, art/music supplies, table toys, outdoor supplies
- Please describe the fiscal solvency of the agency and ability to continue future operation.
- What is your current system of record management and documentation procedures?
- What is the administrative structure of the CBO?
- Please provide documentation that all applicable health and safety codes and licensure or registration requirements are met.

When completing your budget please note that additional fees cannot be charged to families according to the following state regulations:

Section 151-1.2(a) of the REgulations of the Commissioner of Education provides that "pursuant to section 3202 of Education Law, no parent and/or guardian of a child participating in the Universal Pre-Kindergarten program should be subjected to a fee/charge for the instructional program." For this purpose, the term instructional program includes, but is not limited to, curricular materials and supplies, field trips, assemblies, visiting artists and authors, and other expenditures that are needed to support the day-to-day learning activities. No parent is to be charged an additional materials fee.

All bidders must be aware that both this bid award and the amount of funds allocated for this UPK program are contingent upon approval by the New York State Legislature's actions. Finalized allocation and pupil counts cannot be made until after passage of the State budget.

Section 7-Child Eligibility, Screening, Progress Monitoring and Outcomes

- What procedures for verifying each student's age and school district residency will the CBO put into place?
- Describe the current practices for screening all new students.
- Describe the assessment process for monitoring student progress and sharing with families.
- How are assessments used to inform classroom instruction ,address the needs of individual children, and inform program practice.

Section 8-Nutrition, Health, and Well-Being

- What is the CBO's policy on the provision of appropriate and sufficient meals and snacks
- How will the CBO promote physical activity?

Section 9-Learning Environment, Curriculum, and Instruction

- How does the daily schedule allow for a balance of intentionally planned active and quiet play, indoor and outdoor gross motor activities; and individual and small group activities?
- Approximately one-third of the daily schedule should be designated for children to engage in self-initiated activities.
- Describe how instructional materials and equipment are or will be arranged in learning centers that promote a balance of individual and small group activities.
- How will the curriculum ensure transition/continuity with the district's Pre-Kindergarten to Grade 3 curriculum?

**All proposals should be addressed to: Krista Ringer, Elementary Principal
Proposals must be received no later than 3:15 pm on February 4, 2026.**