

**Seattle Preschool Program Request for Qualifications, 2025-2026**

Below are the questions you will need to respond to when applying through the online platform (Submittable). The online application includes a branching feature, which means that the questions you see will vary based on your previous responses. This dynamic flow ensures that each user only encounters questions that are relevant to their specific situation. In particular, providers already operating SPP will receive fewer of these questions in lieu of information already available. To give you a comprehensive view of all potential questions, we are providing a Word version of the application. This document includes all questions, allowing you to see the full scope of what might be asked, regardless of the branching logic.

**NOTE:** All applications must be submitted through the online portal in Submittable. This document is only for reference. When you login into Submittable, only the Agency Application will be visible. After submitting the Agency Application, you will receive an email from Submittable with further instructions to access the two additional required forms (Site and Classroom forms). All forms (Agency, Site and Classroom) must be completed by 11:59pm, on December 18, 2024, in order for your application to be considered complete.

See below the application forms that you may see in the online portal depending on whether you already operate the Seattle Preschool Program or whether you are applying for an existing or a new site. This is only for your reference.

1. Agency Form – you will see these questions in the online portal if your agency does not already operate the Seattle Preschool Program (SPP)
2. Agency Form - you will see these questions in the online portal if your agency already operates the Seattle Preschool Program
3. Site Form - you will see these questions in the online portal if your agency does not already contract and operate SPP OR if your agency already contracts with SPP but does not operate SPP at this site
4. Site Form - you will see these questions in the online portal if your agency already contracts with SPP and if this site currently operates SPP
5. Classroom Form
6. **Agency Form**

**Applicable *if your agency does not already operate the Seattle Preschool Program*.**

|  |
| --- |
| **Agency Information** |
| Agency Name: |
| Does your agency currently operate the Seattle Preschool Program (SPP)?  No, we're a new SPP Agency  Yes, we operate SPP already |
| Mailing Address for Agency: |
| Brief agency overview: |
| Description of services: |
| Agency's points of contact for this application: |
| **Seattle Preschool Program Requirements**  I have checked the requirements listed above (*listed in Submittable*) and confirm that the classrooms and sites I'm applying for already meet or will meet these program requirements before contracting with DEEL (expected date of July 1, 2025). |
| **Seattle Preschool Program Eligibility** |
| **The following questions confirm your agency is eligible to apply for this SPP RFQ. Please ensure you consider each site and classroom you're applying for and answer these questions carefully. This will help avoid submitting an application for an ineligible classroom.**  **SPP sites are licensed by the Washington State Department of Children, Youth and Families (DCYF) with a non-expiring license OR exempt from licensing by the State because entity is a public school or institution of higher education**  Our agency is licensed by the DCYF with a non-expiring license.  Our agency is exempt from licensing.  Neither of these statements are true.  **SPP sites hold a rating of Level 3 or above in the State’s Early Achievers (EA) program OR meet early learning quality standards comparable to EA if not regulated by DCYF.**  Each of the sites we’re applying for hold a rating of Level 3 or above in the EA program.  Our agency is not regulated by DCYF and implements all stated program requirements already (SPP program requirements listed in the question above.)  Neither of these statements are true.  **If your site does not hold a rating of Level 3 or above, is your site accredited by any of the following organizations?**  NAEYC  National Accreditation Commission  National Early Childhood Program Accreditation  None |
| **Using the following five indicators of quality according to NIEER, you may be eligible to apply for SPP if you accumulate 12 points over the following five questions.**   * + - 1. Which statement most closely describes your preschool curriculum without overstating?   (0 POINTS) We don’t use a specific curriculum.  (1 POINT) We use a specific curriculum but it’s either not evidence-based or it’s not connected to program/child outcomes.  (2 POINTS) We use a specific curriculum that’s supported by evidence AND is clearly connected to child outcomes.  (3 POINTS) We use a specific evidence-based, validated curriculum that’s aligned with best practices in the field, and that focuses on teaching/improving a specific outcome (literacy, math, SEL). We use continuous quality improvement to evaluate its effectiveness in meeting educational goals. |
| * + - 1. Which statement most closely describes your child-level screenings and formative assessments without overstating?   (0 POINTS) We don’t conduct child-level assessments.  1 (POINT) We conduct child-level assessments but don’t systematically use them to inform instruction.  (2 POINTS) We conduct child-level assessments and tend to use them to inform teacher instruction but it’s not systematized. Our assessments may not directly align with WaKIDS or kindergarten readiness standards.  (3 POINTS) We conduct regular child-level assessments using a validated tool and systematically use them to inform teacher instruction and monitor cognitive social emotional and physical development. Teachers collaborate to adjust lesson plans and implement targeted interventions based on assessment outcomes. Our assessments directly align with WaKIDS standards. |
| * + - 1. Which statement most closely describes your teacher professional development/training around curriculum, assessments and cultural linguistic best practices without overstating?   (0 POINTS) We either don’t require or don’t provide training for our teachers on those topics.  (1 POINT) We may provide this type of training but don’t prioritize or require it. We may not conduct this training frequently and we may not have a specific list of trainings needed for our teachers.  (2 POINTS) We have training requirements of our teachers but can’t demonstrate that the training is effective/utilized; not all of our teachers have completed training requirements within the timeline expected.  (3 POINTS) We require teachers to participate in annual training that is aligned with state kindergarten standards and focused on child development. |
| * + - 1. Which statement most closely describes how your agency shares information with families about children’s progress and gives families opportunities to provide feedback?   (0 POINTS) We don’t share progress with families on a specific frequency and/or don’t have clear opportunities for families to offer feedback.  (1 POINT) We share children’s progress with families formally once/year.  (2 POINTS) We conduct in-person family conferences at least twice/year.  (3 POINTS) We share information with families in person and discuss how the family can support the child’s learning at home. We have a system for regular feedback from families. |
| * + - 1. Which statement most closely describes your teachers’ education requirements without overstating?   (0 POINTS) We don’t have specific degree requirements for our teachers.  **☐** (1 POINT) We include education requirements in our teacher job descriptions/ advertisements.  (2 POINTS) Most or all of our teachers meet WAC minimum education requirements.  (3 POINTS) All or most of our teachers have a BA, AA or CDA, or certificate in ECE. |
| Add the points from the previous five questions, is your total 12 points or higher?  Yes  No |
| **Application Narrative**  The application narrative serves three key purposes:   1. To provide applicants an opportunity to share an overview of their unique profile and candidacy for achieving the FEPP Levy goals. 2. To help reviewers understand the applicant’s unique experience, expertise and capacity to deliver effective Seattle Preschool Program and supports. 3. To help determine the applicant’s readiness to participate in the funding process and ultimately implement gap-closing strategies in collaboration with DEEL.   **Be specific in your responses and respond only to the required components.** |
| Provide relevant history, mission, type of program offered, and any other high-level information that gives us a general understanding of your agency and how it operates. |
| What makes your organization interested in participating in the Seattle Preschool Program? |
| **Experience and Demonstrated Ability** |
| Describe how your program currently meets SPP programmatic requirements (see SPP Requirements and Processes). If your program does not currently meet them, please describe how you plan to work towards meeting the requirements. |
| What approaches do teachers use to inform their practice in supporting each child's individual development and learning? |
| Describe your agency's experience with child-level assessments and gathering child-level data. Include the specific assessments your agency currently uses. |
| How often and in what format do you communicate with families about their child's progress? |
| Please describe your agency's experience providing services to children with individualized education programs (IEPs), 504s or other special needs. |
| Please describe your agency's experience providing services to families experiencing homelessness or other trauma. |
| Please describe your agency's experience providing services to children from low-income backgrounds. |
| **Organizational and Administrative Capacity**  SPP providers are expected to offer families and agency staff a high quality, robust administrative support. This includes translation supports, individual family outreach/supports, staff professional development, sufficient hiring/HR practices, and budgeting best practices. |
| Describe the overall management of your organization and how it is positioned to support the implementation of SPP. |
| What roles in key management staff directly support your preschool program? |
| Describe your financial administration and processes to support tuition, payroll, and other preschool program management? |
| What is your experience in recruiting, retaining, and supporting highly qualified teachers? |
| What related education and experience does your teaching team have? |
| Please describe the supports, resources, and evaluation that your teaching staff receives throughout the year. |
| How does your agency handle teacher absences? |
| **Cultural Competency and Responsiveness** |
| Describe your agency's experience providing services to children and families from diverse racial and ethnic backgrounds, who speak a heritage language, or who are immigrants or refugees. |
| Describe any specialized programming or approaches (e.g. dual language) you utilize to support culturally and linguistically diverse learners. |
| What successes and challenges have you experienced, or do you anticipate, in providing services to this population? |
| How does your agency provide culturally and linguistically responsive services? |
| Please describe how you engage families in supporting their children’s school readiness and social, emotional and cognitive development? |
| What is your approach to welcoming and engaging families? Please include a description of any family support and family engagement curriculum (if applicable). |
| How do you support families with Kindergarten transition? |
| Does your agency offer dual language programming?  Yes  No |
| If yes, what dual language curriculum do you use? |
| **Planning for Challenges** |
| Discuss how your organization plans to respond to issues such as budget challenges, staff recruitment and retention, facility issues, and other operational difficulties. |
| Describe how your agency budgets for and anticipates reasonable contingencies. |
| Provide details on some areas for growth for your organization. How do you plan to address these opportunities? |
| **Labor Harmony** |
| The City values labor harmony, which means agencies work to prevent labor disputes, which may lead to work stoppages or adversely impact the ability of FEPP Levy-funded programs to achieve intended outcomes.  In your response, indicate if your agency is committed to avoiding labor disputes that disrupt services by checking the appropriate box.  Yes  No  If your organization has standard practices and policies that uphold this principle, such as a labor harmony agreement or a collective bargaining agreement, please upload below.  (*In Submittable*) |

1. **Agency Form**

**Applicable *if your agency already operates the Seattle Preschool Program*.**

|  |
| --- |
| **Agency Information** |
| Agency Name: |
| Does your agency currently operate the Seattle Preschool Program (SPP)?  No, we're a new SPP Agency  Yes, we operate SPP already |
| Agency's points of contact for this application: |
| **Seattle Preschool Program Requirements**  I have checked the requirements listed above (*listed in Submittable*) and confirm that the classrooms and sites I'm applying for already meet or will meet these program requirements before contracting with DEEL (expected date of July 1, 2025). |
| **Labor Harmony** |
| The City values labor harmony, which means agencies work to prevent labor disputes, which may lead to work stoppages or adversely impact the ability of FEPP Levy-funded programs to achieve intended outcomes.  In your response, indicate if your agency is committed to avoiding labor disputes that disrupt services by checking the appropriate box.  Yes  No  If your organization has standard practices and policies that uphold this principle, such as a labor harmony agreement or a collective bargaining agreement, please upload below.  (*In Submittable*) |

1. **Site Form**

**Applicable if your agency does not already contract and operate SPP OR if your agency already contracts with SPP but does not operate SPP at this site.**  
*Only available after the Agency application is submitted.*

|  |
| --- |
| Site name: |
| Does your agency already contract with SPP?  Yes  No |
| Does this site *currently* operate SPP?  Yes  No |
| Site physical address: |
| Site Main Phone Number: |
| Website URL: |
| Provide information about your site director/teacher supervisor: |
| Does this site have a non-expiring (preschool) license from DCYF?  Yes  No |
| Please upload a copy of your DCYF license for this site. The address on your license must match the site physical address you listed here and that you operate out of. |
| What is this site's Early Achievers status?  Rated, Level 3 or higher  Rated, level 1 or 2  Not rated, but participating  Not participating  Expired (any level) |
| Is this site accredited by NAEYC, National Accreditation Commission or National Early Childhood Program Accreditation?  Yes  No |
| Please upload a copy of your unexpired Early Achievers certificate for this location. If you are not EA rated yet but are accredited, please upload a copy of accreditation certification (if accreditation is older than 2 years, upload your annual report that demonstrates ongoing compliance with the NAEYC standards).  If you are neither EA rated nor accredited yet meet other quality standards, please upload documentation of your current EA progress. |
| Is this site currently open, licensed, and operating preschool?  Yes  No |
| If no, please describe your timeline and plan for becoming licensed and operational for preschool before the start of September 2025. What barriers and risks do you anticipate? |
| Are you currently operating to SPP requirements?  Yes  No |
| If no, please describe the gap between your current operations and the SPP requirements. |
| **Enrollment Information** |
| What percentage of your enrolled preschool children fall into the following categories? (If this site is not yet operating, please use your most similar location in enrollment demographics.)  Children who identify as Black, Indigenous or a person of color  0-74.99%  75% or greater  Children experiencing homelessness or in foster/kinship care  0-4.99%  5% or greater  Children on childcare subsidies- State, County or City  0-49.99%  50% or greater |
| **Extended Day Information** |
| Is extended child care available at this site? (Hours before/after the 6-hour SPP school day)  Yes, It’s required for all students  Yes, it’s optional  No |
| If no extended care available, does this site have a partnership with another agency that can provide care extended child care to preschool-aged children before and after SPP program hours?  Name the agency you have a partnership with and the type of provider they are (child care center, family child care home, community center, etc.) |
| If required or optional care available, what are the hours of your extended child care? |
| If required or optional care available, what is/would be the rate for extended hours for the SPP children? |
| If optional care available, do you have capacity to serve all the children in the SPP classroom in the extended hours program? |
| What childcare subsidies do you accept?  Working Connections Child Care (WCCC)  Child Care Assistance Program (CCAP)  Best Starts for Kids Childcare Subsidy (BSK)  Our program offers scholarships  Other(s)  We don't accept subsidies, only privately paying families |
| What programming happens during the summer at this location for preschoolers?  Child care  Continued preschool programming  The building is closed =  We’re displaced from our building, unable to operate  Other |
| Would you be interested in operating SPP during the summer (July-August)?  Yes  No  Uncertain |
| **Facility Information** |
| Is this site located in a space owned by Seattle Public Schools?  Yes  No |
| If yes, what is the name of the school? |
| Please upload documentation of your notification to the SPS Alignment Coordinator of your intent to apply for SPP. |
| Do you lease your facility?  Yes  No |
| If yes, who is the owner and when does your lease expire? |
| Please select all that apply regarding your childcare services at this site. [multiple selection]  We serve infants  We serve toddlers  We serve school agers  We only serve preschoolers |
| The information shared in this application will be used to score this application. Panelists will consider the information here as your plan for the 2025-26 school year with SPP. Please confirm the information you provided here is consistent with your plan for 2025-26 school year.  Yes  No |
| If no, please explain |

1. **Site Form**

**Applicable if your agency already contracts with SPP and if this site currently operates SPP***Only available after the Agency application is submitted.*

|  |
| --- |
| **Site Information** |
| Site name: |
| Does your agency already contract with SPP?  Yes  No |
| Does this site *currently* operate SPP?  Yes  No |
| Is this site currently open, licensed, and operating preschool?  Yes  No |
| If no, please describe your timeline and plan for becoming licensed and operational for preschool before the start of September 2025. What barriers and risks do you anticipate? |
| Are you currently operating to SPP requirements?  Yes  No |
| If no, please describe the gap between your current operations and the SPP requirements. |
| Does this site currently receive SPP facility funds or is still under a service commitment for previous SPP facility funds? |
| **Enrollment Information** |
| What percentage of your enrolled preschool children fall into the following categories? (If this site is not yet operating, please use your most similar location in enrollment demographics.)  Children who identify as Black, Indigenous or a person of color  0-74.99%  75% or greater  Children experiencing homelessness or in foster/kinship care  0-4.99%  5% or greater  Children on childcare subsidies- State, County or City  0-49.99%  50% or greater |
| **Extended Day Information** |
| Is extended child care available at this site? (Hours before/after the 6-hour SPP school day)  Yes, It’s required for all students  Yes, it’s optional  No |
| If no extended care available, does this site have a partnership with another agency that can provide care extended child care to preschool-aged children before and after SPP program hours?  Name the agency you have a partnership with and the type of provider they are (child care center, family child care home, community center, etc.) |
| If required or optional care available, what are the hours of your extended child care? |
| If required or optional care available, what is/would be the rate for extended hours for the SPP children? |
| If optional care available, do you have capacity to serve all the children in the SPP classroom in the extended hours program? |
| What childcare subsidies do you accept?  Working Connections Child Care (WCCC)  Child Care Assistance Program (CCAP)  Best Starts for Kids Childcare Subsidy (BSK)  Our program offers scholarships  Other(s)  We don't accept subsidies, only privately paying families |
| What programming happens during the summer at this location for preschoolers?  Child care  Continued preschool programming  The building is closed  We’re displaced from our building, unable to operate  Other |
| Would you be interested in operating SPP during the summer (July-August)?  Yes  No  Uncertain |
| **Facility Information** |
| Is this site located in a space owned by Seattle Public Schools?  Yes  No |
| If yes, what is the name of the school? |
| Please upload documentation of your notification to the SPS Alignment Coordinator of your intent to apply for SPP. |
| Do you lease your facility?  Yes  No |
| If yes, who is the owner and when does your lease expire? |
| Please select all that apply regarding your childcare services at this site. [multiple selection]  We serve infants  We serve toddlers  We serve school agers  We only serve preschoolers |
| The information shared in this application will be used to score this application. Panelists will consider the information here as your plan for the 2025-26 school year with SPP. Please confirm the information you provided here is consistent with your plan for 2025-26 school year.  Yes  No |
| If no, please explain |

1. **Classroom Form**

**Available to all***Only available after the Agency application is submitted.*

*Please tell us about the classroom you're applying for. If you have multiple classrooms, you'll have the opportunity to tell us about each of them in subsequent sections. The answers you provide here will determine your site/classroom's priority "points" for selection next year. Please ensure the answers reflect your plans for the upcoming school year. You're expected to uphold these commitments from your answers as your site/classroom may be selected for an SPP contract based on this information.*

|  |  |
| --- | --- |
| **General Information** | |
| Name of classroom  *Please note: if this is not the classroom name on your DCYF License, please include that name in parenthesis so that we may match this classroom with your license.* | |
| What site is this classroom located at? | |
| What is the licensed capacity of this classroom? | |
| How many slots would you plan to include in your SPP contract for this classroom? | |
| Is this classroom currently operating as a preschool classroom? | |
|  | ☐ No (answer the following 3 questions)   * Is it operating as a different age group or not operational at all?   ☐  Different age group  ☐  Not operational at all   * What is your recruitment plan for enrollment? * What indicators do you have that this classroom is able to be fully enrolled? |
| ☐ Yes (answer the following 6 questions)   * Is this classroom currently operating full-day programming (6 hours or more per day) or half-day programming (4 hours or fewer per day), 5 days/week? * What are the expected hours of operation for the preschool programming? (Time - Time) * How many children are currently enrolled in this classroom? * Please describe your typical enrollment for this classroom * Please share any additional information about enrollment that will help us understand the likelihood of this classroom being fully enrolled. * What are challenges this classroom has related to enrollment? |
| Is this classroom supported by other public preschool funding such as ECEAP or Head Start?  If Yes: Please indicate which funding and how many slots by fund source in this classroom. | |
| On average, how many adults are in this classroom at one time? | |
| **Classroom Staff Information** | |
| Please select the teaching structure in this classroom.  ☐ One lead teacher, one assistant teacher  ☐ Two lead teachers  ☐ Two lead teachers, one or more additional staff  ☐ One lead teacher  ☐ Other structure  🛑 IMPORTANT: SPP requires each classroom, at minimum, to have one lead teacher/one assistant teacher, or two lead teachers. | |
| Please describe the teaching structure you plan to implement next school year. | |
| Who is the lead teacher in this classroom? (If multiple, choose the teacher who has more credentials.) | |
| How long has this person worked for this Agency? | |
| What is the highest level of education obtained by the lead teacher? Include highest degree, major and number of ECE/crossover credits. | |
| Does the lead teacher(s) have a state teaching credential with a P-3 endorsement? | |
| I understand lead teachers and assistant teachers in SPP classrooms have required qualifications. Either my teachers already meet those qualifications or I am committed to ensuring they do within four years. | |
| **Curriculum and Training Information** | |
| What curriculum is used in this classroom?  ☐ High Scope  ☐ Creative Curriculum  ☐ Other purchased curriculum  ☐ Other created/emergent curriculum | |
| Please describe either how you plan to transition to High Scope or Creative Curriculum for the next school year. Include any training plan you’ve already developed. If you don’t intend to shift to High Scope or Creative Curriculum, please include a robust coaching and professional development plan for your teachers. | |
| Is the lead teacher(s) trained in this curriculum? | |
| Is this classroom dual language?  ☐ Yes  ☐ No | |
| What language(s) do the teachers use to communicate with children in the classroom? | |
| Does this classroom implement a dual language model? | |
| Describe how your dual language programming works. (time-based, day-based, other model implementation details.) Include the curriculum name, if used. | |

If you have another classroom, please use the online portal to submit another "Classroom Form" for your other classroom(s).