

**Sandy Creek Central  
School District**



**Our Mission is to:**

provide all students the knowledge and skills necessary to be self-directed, life-long learners by providing the highest quality education in partnership with parents, staff, and community.

Universal  
Pre-Kindergarten  
Program  
2025-2026

Request for Proposals  
**Application Materials**

Due: April 30, 2025

**Sandy Creek Central School District  
Universal Pre-Kindergarten Program  
Community-Based Organization Application  
Due: April 30, 2025  
No later than 2:00 pm**

**Directions:** Please complete Section 1 (Organizational Information) and submit it as the cover page to the application. Following this cover page, please provide detailed written responses for Sections 2-5 (Organizational Background, UPK Services, Program Staffing, and Proposed Budget).

**Completed Applications may be mailed or delivered to:**

Sandy Creek Central School District Office  
Attn: Tim Filiatrault  
c/o UPK Coordinator  
124 Salisbury St.  
Sandy Creek, NY 13145

**Guidelines to complete the Request for Proposals**

All proposals MUST be returned to Sandy Creek Central School District Office NO LATER THAN 2:00 pm on April 30, 2025.

The District requests that all the information be completed with no information missing. The District reserves the right to award services based on the proposals that best meet the District's needs regarding the UPK program. The District is requesting RFP submissions to be provided for all UPK services listed in this RFP.

All RFPs submitted up to the deadline will be reviewed by the Sandy Creek Central School District. Each RFP will be evaluated based on the dimensions provided in the Evaluation Criteria section of the RFP and adherence to all regulatory requirements and all specifics in this RFP. Items that will be considered are: current enrollment, staffing patterns, capacity, credentials, facility information, staffing qualifications, educational program information, and budget projections.

Selection of UPK sites is tentatively scheduled for the month of May 2025.

Any questions regarding this RFP can be forwarded to Tim Filiatrault, Principal/UPK Coordinator at 315-387-3445 or email [timothy.filiatrault@sccs.cnyric.org](mailto:timothy.filiatrault@sccs.cnyric.org)

**School Overview**

Sandy Creek Elementary School serves approximately 400 students in Pre-Kindergarten through fifth grade. In 2023-2024, we started full day PreK and had 2 classes with a total enrollment of 38 PreK students. For this current school year, 2024-2025, we have 3 full day PreK classrooms with a total enrollment of 48 students. In K-5, we offer inclusion classes and departmentalized programs. In addition to core subjects taught by classroom teachers, all students receive specialized instruction in Physical Education, Art, Music, Technology and Library skills. Every student in PreK -5 has a chromebook. Each classroom has a Cleartouch panel to enhance instruction and increase student engagement.

Our goal is to have a secure and safe environment in which to prepare our young people for responsible citizenship and productive adulthood. We affirm this goal by acknowledging that this requires standards of conduct and standards for achievement in our school.

**The Scope of Expectations for Community Based Organizations (CBO)**

The Sandy Creek Central School District is looking for excellent Community Based Organizations who are eligible agencies as a child day care center, group family day care homes, family day care homes, small day care centers, preschool special education providers, nursery schools and private schools certified through DDS or the New York State Education Department. Selected CBO's will adhere to the following expectations but not limited to:

- Director and teachers will attend staff development provided by the District on a regular scheduled basis
- Adhere to the attendance requirements of a 180 day calendar within the range of dates set by the school district (e.g. first and last day of student attendance)
- Conduct and/or have students available for screenings and assessments requirements set forth through the NYS UPK grant
- Provide appropriately certified teachers for the UPK Program
- Adhere to staffing requirements according to NYS regulations
- Having a working knowledge for delivering NYS Pre-Kindergarten curriculum
- Provide a safe and well equipped facility to deliver educational program
- Follow hiring practices mandated by NYS Office of Children and Family Services
- Maintain all documents and student records as appropriate
- Complete reports, documents and procedures as indicated
- Work with Sandy Creek Central School collaboratively in a timely manner
- Maintain confidentiality of all student information, records and data
- Have a medical director available to provide consultation with the CBO and assist in the development of health care plans, protocols for allergies, and concussion management, and other medical needs as they arise.

**Responsibilities for CBOs for UPK Program**

- Maintain daily attendance records to submit to the district monthly
- Provide appropriate space for instruction
- Work collaboratively with Special Education providers through the Committee on Preschool Special Education
- Conduct screening and assessments with progress monitoring and other data collection as directed
- Adhere to the 180 day attendance requirement within the Sandy Creek Central School District calendar
- Provide appropriately certified teacher(s) for UPK program
- Attend regularly scheduled staff development sessions
- Deliver high quality instruction with the NYS Pre-Kindergarten curriculum including domains for cognitive, academic, language and communication, social, fine motor, and gross motor skills
- Encourage parental involvement to share in students' program activities
- Schedule and conduct parent conferences for progress reporting
- Develop an inclusive process and procedure for handling severe life-threatening allergies
- Provide evidence of requested insurance liability certificates
- Monitor and maintain District provided materials and supplies
- Engage in timely communication with the District

SECTION 1: ORGANIZATIONAL INFORMATION
Organization's Name:
Address:
Telephone:
E-mail Address:
Contact Person and Title:
Type of Organization:
Please attach proof of organization status (e.g. 501 (c) (3) IRS letter
Statement of the Organization's Mission:
PROPOSAL SUMMARY
Number of classrooms allocated for UPK students for the 2025-26 school year: _____
Number of UPK students proposed to be serviced for the 2025-26 school year: _____
Number of morning (AM) students: _____
Number of afternoon (PM) students: _____
<b>Note:</b> the sum of the number of AM and PM students should be equal to the total number of UPK students proposed to be serviced for the 2025-26 school year.
Chief Executive Officer:
Signature of Chief Executive Officer:
Date of Application Submission:

## **SECTION 2: ORGANIZATIONAL BACKGROUND**

1. Describe your organization's history of providing quality early childhood programs. Please include information regarding services provided to children with disabilities and children with limited English proficiency.
  
2. Indicate your organization's capacity to provide Universal Pre-Kindergarten services.

## **SECTION 3: UPK SERVICES**

1. Detail how your organization will meet the following goals and objectives of the Sandy Creek Central School District's Universal Pre-Kindergarten Program plan:
  - Children will strengthen their cognitive skills.
  - Children will increase their early literacy skills.
  - Children will strengthen their fine and gross motor skills.
  - Children will enhance their interpersonal skills, improving independence and self-reliance.
  - Children will develop their character, developing tolerance, acceptance and respect.
2. Describe your assessment procedures to ensure that learning objectives were met. Please include the following:
  - The collection of baseline data (i.e. entrance evaluation/screening).
  - On-going monitoring of students' progress toward reaching the learning objectives (i.e. benchmark assessments and progress monitoring assessments).
  - Year-end summative assessments
  - How such assessments are used to inform instruction
  - How such assessment results are shared with staff, parents, and the Sandy Creek Central School District.

3. Describe the early childhood services your organization would provide through the UPK program and how they will meet the following required components of Part 151 of the Regulations of the Commissioner of Education including:

- Providing support services to children and families such as social and health related services
- Meeting the needs of English Language Learners
- Encouraging parental involvement in their child's education
- Ensuring parents have ease of utilization and access to services
- Supporting transitions/ continuity with the district's K-3 program and curriculum and NYS Learning Standards
- Integrating preschool children with disabilities
- On-going staff development opportunities in which UPK staff will be engaged
- Explain the daily class schedule and how it allows 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.
- Explain how the proposed program will meet all applicable health and safety codes and licensure requirements (including the NYS Uniform Fire Prevention and Building Codes).
- Describe the collaborative relationship your organization proposes to have with the Sandy Creek Central School District.

#### **SECTION 4: PROGRAM STAFFING**

1. Describe how UPK services will be staffed. Include information regarding staff qualifications, staff patterns, and child-staff ratio. You must have a teacher with a NYS Teaching Certification in early childhood education (N-6 or N-2) and a Teaching Assistant with a minimum of Level 1 NYS Certification for the program.
2. a. Explain the administrative structure of the organization  
  
b. Describe the supervisory structure for the proposed UPK services, including the qualifications of the supervisor.

## SECTION 5: PROPOSED BUDGET

1. Provide a description of the UPK program expenditures. In this description, please include an overview of the supplies, materials, and equipment that will be provided in each UPK classroom.
2. Please include a budget summary (see sample below) outlining the following, and the allocation of UPK funds designated for each budget line.

Please note: Parents CANNOT be charged a fee for participation in the UPK program. In addition, all instructional supplies and materials must be provided by the UPK provider and budgeted.

SAMPLE BUDGET

Item Description	UPK Funds
Professional Salaries	
Support Staff Salaries	
Purchased Services	
Supplies and Materials	
Travel Expenses	
Employee Benefits	
Indirect Costs	
Equipment (i.e. furniture, technology, etc)	
TOTAL	

Please forward completed applications to:

**Sandy Creek Central School District Office  
Attn: Tim Filiatrault  
c/o UPK Coordinator  
124 Salisbury St.  
Sandy Creek, NY 13145**

**DEADLINE: April 30, 2025**