

## **NEO Charter School Application to Include an Officially Recognized Prekindergarten or Preschool Instructional Program**

A charter school currently authorized by Novation Education Opportunities (NEO) may submit a request to expand its program to include an officially recognized prekindergarten (P-K) or preschool instructional program (P-I). Applications must be received by August 1st in the school year prior to the proposed implementation year of the program, and must contain all of the information requested in elements A- below in order to be considered.

The type of age group that you apply for is important: Pre-K (4 year olds only) or preschool (3, 4 & 5 year olds). A prekindergarten instructional program means a program provided by a school district or charter school designed to prepare four-year-old children for entry into kindergarten the subsequent year. A preschool instructional program means a program provided by a school district or charter school designed to provide early childhood education and preparation for transition to kindergarten for three- to five-year-old children. The official recognition request submitted to and approved by the Minnesota Department of Education (MDE) specifically identifies the type of program. Please refer to Frequently Asked Questions: Early Learning Program Guidance for Charter Schools and Authorizers at <http://education.state.mn.us/MDE/StuSuc/CharterSch/Resources/index.htm> for additional guidance concerning prekindergarten and preschool instructional programs.

The application process provides NEO with the information to determine whether the proposed program will meet state requirements and to collect the information that will be necessary for completing a final Affidavit in the event that NEO approves the application. The phrasing of this application process implies that the school applying is expanding to include a Prekindergarten or Preschool Instructional program, rather than applying for approval of an existing program. If the application is for approval of an existing program, please use actual program practices and data.

Please provide an explanation for each of the following requirements, including any supporting documents requested or helpful in your explanation. The evaluation criteria are listed for your reference and use by the NEO Advisors in evaluation of the application.

(1) Please explain how the expansion proposed by the charter school is supported by need and projected enrollment.

Evaluation Criteria:

- The expansion is supported by need.
- The expansion is supported by projected enrollment.

(2) Please explain how the charter school expansion is warranted, at a minimum, by longitudinal data demonstrating students' improved academic performance and growth on standardized assessments.

Evaluation Criteria:

- The expansion is warranted by longitudinal data demonstrating students' improved academic performance and growth on a standardized assessment.

(3) Please explain how the charter school is fiscally sound and has the financial capacity to implement the proposed expansion.

Evaluation Criteria:

- The charter school is fiscally sound.
- The charter school has the financial capacity to implement the proposed expansion.

(4) Please explain how the charter school has the management capacity to carry out its expansion.

Evaluation Criteria:

- The charter school has the management capacity to carry out its expansion.

(5) Please explain the charter school's Comprehensive Child Assessment. Specifically please explain how the school will assess each child's cognitive skills with a comprehensive child assessment instrument when the child enters and again before the child leaves the program to inform program planning and promote kindergarten readiness. If available, please provide a copy of the Pre-K assessment and report card.

Evaluation Criteria:

- The charter school assesses each child's cognitive skills with a comprehensive child assessment instrument when the child enters and again before the child leaves the program.
- The assessment informs program planning and promotes kindergarten readiness.

(6) Please explain the charter school's Intentional Instructional Practice. Specifically, please provide intentional instructional practice aligned with the state early childhood learning standards and kindergarten standards that is based on early childhood research and professional practice focused on children's cognitive, social, emotional, and physical skills and development and prepares children for the transition to kindergarten, including early literacy skills.

Evaluation Criteria:

- The intentional instructional practice is identified and aligned with the state early childhood learning standards and kindergarten standards
- The intentional instructional practice prepares children for the transition to kindergarten, including early literacy skills.

(7)(a) Please explain the charter school's Kindergarten Transition. Specifically explain how the school coordinates appropriate kindergarten transition with parents and kindergarten teachers.

Evaluation Criteria:

- The school coordinates appropriate kindergarten transition with parents and kindergarten teachers.

(7)(b) Please explain the charter school's Kindergarten Transition. Specifically explain how the school coordinates appropriate kindergarten transition with relevant community-based services.

Evaluation Criteria:

- The school coordinates appropriate kindergarten transition with relevant community-based services.

(8) Please explain Staff Ratios and Licensure. Specifically please explain how the charter school ensures staff-child ratios of one-to-ten and maximum group size of 20 children with the staff being supervised by a licensed early childhood teacher.

Evaluation Criteria:

- The charter school ensures staff-child ratios of one-to-ten and maximum group size of 20 children with the staff being supervised by a licensed early childhood teacher.

(9) Please explain Teacher Content Knowledge. Specifically, please explain how the charter school ensures teachers are knowledgeable in early childhood curriculum content, assessment, and instruction.

Evaluation Criteria:

- The charter school ensures that teachers are knowledgeable in early childhood curriculum content, assessment, and instruction.

(10) Please explain Early Childhood Screening. Specifically, please explain how the charter school ensures that participating children have completed health and developmental screening within 90 days of program enrollment under Minnesota Statutes section 121A.16 to 121A.19.

Evaluation Criteria:

- The charter school ensures that participating children have completed health and developmental screening within 90 days of program enrollment.