



# COLORADO DEPARTMENT OF EDUCATION

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**Robert K. Hammond**  
Commissioner of Education

**Keith Owen, Ph.D.**  
Deputy Commissioner

TO: Colorado Preschool Program Coordinators

FROM: Colorado Preschool Program Staff

DATE: September 13, 2012

RE: CPP Fall Update

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Hello and welcome to a new school year! We hope you are off to a great start and wish you all the best for the coming year! It has been our tradition to share some key information with Coordinators each fall through this update letter. If you have any questions about the information below, please feel free to contact us.

## Official Allocations

- Your official 2012/2013 allocation of CPP slots is on the CDE website:

<http://www.cde.state.co.us/cpp/application.htm>

## Unused Slots

- Carefully consider your ability to use all of the slots allocated to you this year.
- If you anticipate having slots that you cannot use, please email Nan.
- It is extremely important that you keep us informed about any unused slots. During the count period, they can be temporarily reallocated to another district and many districts have already indicated a need for additional slots this year.

## Additional Slots

- If you would like to request additional slots, please email Nan as soon as possible. We will not know about reallocation of additional slots until further into the October count, but we will take your requests.

- If your district is serving more CPP eligible children than your slot allocation, please note this on the October count. To do this in the ADE October pupil count, code those children as 89 (Not eligible, CPP Allotment Met) under Public School Finance Funding Status. This lets us know where we might temporarily allocate unused slots after October 1 or November 1.

### Coordinator Contact Information

- If your district has a new CPP Coordinator or if the contact information for the current CPP Coordinator has changed, please email your regional consultant.
- The CPP Coordinator Directory can be accessed at:  
<https://docs.google.com/spreadsheet/ccc?key=0Aka8s4J8RR47dHc1amE5UXVaaVpjcJoa2xwc0FBTOE#gid=0>

### 2012 October Count

#### Use of School Codes for Early Childhood Programs in the October Count:

- ALL school districts must identify the specific schools in which children are being served for the October count submission.
- If you have added additional programs since the last October count, will you let us know right away? We will need the following information to generate a school code for your new schools:
  - Name of Program
  - Contact Name
  - Address
  - Phone Number
  - CDHS License Number
  - Grade Range Served
  - Type of Program (Head Start, Private For-Profit, Public Non-Profit, Private Non-Profit)

#### Serving one child with two "slots" to fund full day preschool programming:

- The Colorado Preschool Program Act (22-28-104 (4) (a)) provides the option for school districts to ask the Colorado Department of Education (CDE) for authorization to provide certain eligible children access to a full day program by serving a single child in preschool using two Colorado Preschool Program (CPP) slots. The statute specifies that only 5% of the preschool children that CPP is authorized to serve statewide may be funded in this way.

- If a school district determines that one or more CPP eligible children have a significant need for full day programming, and there is no other funding available (Child Care Assistance Program, tuition, private grants or scholarships, etc.), then the district may request that CDE authorize flexibility in using a limited number of CPP resources to provide these eligible children access to full day preschool.
- **Each child that is approved to be served in a full day preschool program will use 2 CPP slots out of the school district's total preschool allocation.** This naturally reduces the number of eligible children who have the opportunity to participate in CPP. Therefore, careful consideration should be given to identifying only those children with a significant need for these expanded services.
- No school district will be permitted to exceed their preschool allocation and CDE will not authorize more than 1,008 children to be served using double slots statewide.
- Requests will be evaluated based on the:
  - Needs of the children identified for full day programming
  - Quality of the full day services planned
  - Extent to which alternate funding options are explored
  - Plan to track the effectiveness of full day programming
- This authorization request applies to CPP eligible children. CPP funds may NOT be used for children funded through preschool special education (IDEA Part B, Section 619). *If there are questions or concerns about access to full day preschool for a child who is funded through special education, please contact school district or BOCES special education personnel to discuss possible options based on the individual education needs of the child.*
- The full day authorization process begins on September 17, 2012. The CPP statute limits the number of slots that can be used in this way to 5% of the State's total preschool allocation or 1,008 slots. Applications submitted by September 17<sup>th</sup> will be considered first. After this date, applications will only be considered if the 5% cap has not been met.
- Email the completed form to Nan at [vendegna\\_n@cde.state.co.us](mailto:vendegna_n@cde.state.co.us) or fax to (303) 866-6370. Notifications about the authorization will be emailed.

### CPP 101 Training

- New this year! CPP 101 training will now be provided through an online interactive course that we plan to make available by the last week of September. (If you have immediate questions, please contact your regional consultant for assistance.) The course reviews the requirements of the Colorado Preschool Program and provides resources that may be helpful to you in administering CPP in your community.

- CPP 101 is designed for those individuals who are new to their positions and need an overview of the Colorado Preschool Program. We also encourage any coordinators, council members, or community members who would like a review of the program to participate in the online course.

## Other Resources

- The CPP Handbook is being updated and will be available soon.
- The Coordinator Calendar of Responsibilities has been updated and is attached. It is also available at:  
<http://www.cde.state.co.us/cpp/download/Resources/CalendarOfCPPCoordinatorResponsibilities.pdf>
- Preschool standards resource documents have been finalized and are available at:  
<http://www.cde.state.co.us/cpp/qualitystandards.htm#Support>
- A reminder that the *First Steps/Next Steps* document is available at:  
[http://www.cde.state.co.us/cpp/download/CPDocs/First\\_Steps\\_Next\\_Steps\\_Final.pdf](http://www.cde.state.co.us/cpp/download/CPDocs/First_Steps_Next_Steps_Final.pdf)
- Also, a reminder about the availability of the free half day workshop: *Observation: The Heart of Authentic Assessment*. If you are interested in attending or hosting a training, please contact your regional consultant. Learn more at:  
<http://www.cde.state.co.us/resultsmatter/observation.htm>
- You and your staff can brush up on writing observation notes by participating in a quick and fun refresher at:  
<http://www.cde.state.co.us/resultsmatter/RMOnlineLearningModules.htm>

## Contact Information

Our contact information and the regional consultant district assignments are available at <http://www.cde.state.co.us/cpp/contact.htm>. If you have any questions or if we can help you in anyway please reach out to us. We look forward to working with you!

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