

## 2016-2017 Renewal Application – PRESCHOOL

### SECTION 1 - Contact Information

School Name	
Site Address	
City, State, Zip	
Mailing Address	
City, State, Zip	
School Director	
Telephone	
E-mail	
AGES SERVED	
Districts which contract with you:	

### SECTION 2 – Private preschools **WITH** current Office of Child Care Certificate of Approval

Please submit evidence that the preschool meets the requirements of each item listed:

<input type="checkbox"/>	<p><b>Commercial general liability insurance (3)(b)(A):</b> Documentation that the private preschool itself has in effect commercial general liability insurance with policy limits of at least \$500,000 per site. Documentation must include: a) name of the company, b) policy number, c) policy limits (minimum \$500,000 per site), and d) effective term of the policy (including expiration date). <b>The name and street address of the school must appear on the insurance document.</b> <i>(Note: If the insurance coverage will expire during the approval year, proof of renewed coverage must be submitted to ODE before to the policy's expiration date to maintain approval during entire approval period.)</i></p>
<input type="checkbox"/>	<p><b>Child Care Certificate (2)(b):</b> Copy of <b>current</b> Office of Child Care Certificate of Approval, indicating expiration date. Current certification must be maintained throughout the year. <i>(Note: If the Certificate of Approval will expire during the approval year, proof of renewed certificate must be submitted to ODE as soon as possible to maintain approval during entire approval period.)</i></p>
<input type="checkbox"/>	<p><b>Policy of nondiscrimination (3)(b)(B):</b> Submit copy of the preschool's policy of nondiscrimination and equal opportunity in employment and enrollment.</p>

If this is a preschool **WITH** an Office of Child Care Certificate,  
skip to Section 4 (bottom of next page).

## SECTION 3 – Preschools **WITHOUT** current Office of Child Care Certificate of Approval

**To help ensure that approved private schools applying for renewal continue to meet updated Oregon educational, health, and safety standards, please submit the school's most current documentation for each item listed below. Thank you.**

- 1. **Commercial general liability insurance (3)(b)(A):** The private preschool itself has in effect commercial general liability insurance with policy limits of at least \$500,000 per site. Documentation must include: a) name of the company, b) policy number, c) policy limits (minimum \$500,000 per site), and d) effective term of the policy (including expiration date). **The school name and street address of the school must appear on the insurance document.** (Note: If the insurance coverage will expire during the approval year, proof of renewed coverage must be submitted to ODE before the policy's expiration date to maintain approval during entire approval period.)
- 2. **Fire codes (3)(a)(A):** Submit documentation from local or state fire marshal verifying the preschool's **annual** inspection and correction of any violations noted in the inspection.
- 3. **Health standards of the county health department (3)(a)(C):** Submit documentation from the local county health dept. of **annual** inspection and verification of correction of any violations related to environmental health, food service, and communicable disease.
- 4. **Emergency plans and safety programs (3)(a)(D):** Submit copy of the private preschool's emergency plans and safety programs meeting the requirements of OAR 581-022-1420.
- 5. **Policy of nondiscrimination (3)(b)(B):** Submit copy of the preschool's policy of nondiscrimination in enrollment and employment.
- 6. Policies and procedures for staff hiring and evaluation:**
  - a. **References (3)(a)(E)(i):** Submit copy of policies and procedures that require the careful checking of personal and professional reference for all potential employees.
  - b. **Criminal background check (3)(a)(E)(ii):** Submit copy of policies and procedures that require criminal background checks in compliance with ORS 181.530, ORS 326.603, ORS 326.607, and ORS 342.232 for all potential employees; and evidence that these have been completed.
  - c. **Staff evaluations (3)(a)(E)(iii):** Submit copy of policies and procedures that require a regular schedule of staff evaluation of competencies of all employees to work with children.
- 7. **Required only if remodeled during 2015-16: Facility occupancy and Use (3)(a)(B):** Submit copy of verification that facility meets the standards set forth by appropriate local building inspector.

## SECTION 4 – Assurances per OAR-015-2275, that the private school:

- Has at least one individual who is qualified to provide EI/ECSE and meets the requirements of OAR 581-015-2900.
- Uses curriculum content, teaching practices and equipment that do not violate the constitutional prohibition on religious entanglement.
- Implements each child's IFSP in accordance with the private preschool's written agreement with the EI/ECSE contractor or subcontractor responsible for the child's placement.
- Maintains the confidentiality of student records consistent with state and federal laws relating to student records.
- Notifies the Department and the contracting EI/ECSE contractor or subcontractor of any written complaint it receives for the EI/ECSE programs and services being provided.
- Notifies the contracting EI/ECSE contractor or subcontractor of the need for any change in a child's educational program and does not make changes in a child's IFSP, program, services, or placement, unless the contracting EI/ECSE contractor or subcontractor consents to the changes.
- Initiates and convenes the IFSP only when this assistance is requested by a written agreement with the contracting EI/ECSE contractor or subcontractor in accordance with OAR 581-015-2265(6).

- Evaluates a child only when this assistance is requested by a written agreement with the contracting EI/ECSE contractor or subcontractor.
- Provides the opportunity for a child to participate in the Early Childhood assessment if this assistance is requested by a written agreement with the contracting EI/ECSE contractor or subcontractor.
- Continues to have in effect a policy of nondiscrimination for staff and children; updated emergency plans and safety programs; and procedures for staff hiring that includes checking references, regular staff evaluations that include knowledge of all employees to work with children, and completion of criminal background checks required under Oregon law (has on file evidence of completed checks in compliance with ORS 181.539, ORS 326.603, and ORS 342.232).
- Program Changes: When a program change is considered the private preschool forwards its request for approval to the Oregon Department of Education to amend its approved application **prior to implementing the change**. A major program change consists of any change in the information contained in a private preschool’s application that would affect the preschool’s approval or disapproval under this rule.

I certify that: \_\_\_\_\_  
School Name

- ▶ Has provided documentation requested in Section 2 or Section 3 (whichever applies).
- ▶ Maintains evidence of compliance with the requirements listed in Section 4.

\_\_\_\_\_ \_\_\_\_\_  
Print Name of Administrator Title

\_\_\_\_\_ \_\_\_\_\_  
Signature of Administrator Date

By signing above, you are assuring that your school meets each applicable requirement listed, has submitted requested documentation, and, upon request, can provide evidence of meeting the requirements in Section 4.

For questions regarding the application form or renewal process, please contact Carol Stoddard, [carol.stoddard@state.or.us](mailto:carol.stoddard@state.or.us).

For questions regarding requirements, please contact Rae Ann Ray, 503-947-5722, [raeann.ray@state.or.us](mailto:raeann.ray@state.or.us).

Please return all three (3) pages and provide ALL documents required.  
 Keep copies for your records. Incomplete applications will not be approved.

Renewal forms may be mailed, faxed, or scanned and e-mailed to:

Postal Mail	Fax	E-mail
ODE/Student Services Attn: Carol Stoddard 255 Capitol St NE Salem OR 97310	503-378-5156 Attn: Carol Stoddard	To: <a href="mailto:Carol.stoddard@state.or.us">Carol.stoddard@state.or.us</a> CC: <a href="mailto:raeann.ray@state.or.us">raeann.ray@state.or.us</a> Subject: Private School Renewal

**For ODE Use Only**

**Reviewer:** \_\_\_\_\_ [ ] Application incomplete: \_\_\_\_\_  
Signature

[ ] Documentation provided: \_\_\_\_\_

**Approver:** \_\_\_\_\_ [ ] Approve [ ] Disapprove  
Signature Date

Notes: