

Application for Approval to Provide Early Intervention/Early Childhood Special Education Services to Children With Disabilities

For private preschools **WITH** a current Certificate of Approval from the Oregon Office of Child Care:
Complete Preschool Sections 1 and 2, and provide all required documentation in Section 3.

For private preschools **WITHOUT** a current Certificate of Approval from the Oregon Office of Child Care:
Complete Preschool Sections 1 and 2, and provide all required documentation in Section 4.

Section 1 – Contact Information

School Name	
Site Address	
City, State, Zip	
Mailing Address	
City, State, Zip	
School Director	
Telephone	
Fax number	
E-mail	
Website	
County where private school is physically located	
Public School District where private school is physically located	
ALL AGES SERVED	

Please provide ALL required documents.

Incomplete applications will not be approved.

Keep a copy of all documents for your records.

Mail application to:
ODE/Student Services
Attn: Carol J. Stoddard
255 Capitol St NE
Salem OR 97310-0203

**If your application is approved, you will receive an ODE Institutions Request form
to complete and return in order to receive an ODE Institution ID number.**

Application for Approval to Provide Early Intervention/Early Childhood Special Education Services to Children With Disabilities

Section 2 – Statement of Assurances

PLEASE READ AND INITIAL EACH STATEMENT

Per OAR 581-015-2275, the private preschool:

- | | | |
|-------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | Initials | A. Has at least one individual who is qualified to provide EI/ECSE and meets the requirements of <u>OAR 581-015-2900</u> . |
| _____ | Initials | B. Uses curriculum content, teaching practices and equipment that do not violate the constitutional prohibition on religious entanglement. |
| _____ | Initials | C. 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. |
| _____ | Initials | D. Maintains the confidentiality of student records consistent with state and federal laws relating to student records. |
| _____ | Initials | E. 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. |
| _____ | Initials | F. 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. |
| _____ | Initials | G. 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 <u>OAR 581-015-2265(6)</u> . |
| _____ | Initials | H. Evaluates a child only when this assistance is requested by a written agreement with the contracting EI/ECSE contractor or subcontractor. |
| _____ | Initials | I. 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. |
| _____ | Initials | J. Has 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 <u>ORS 181.539</u> , <u>ORS 326.603</u> , and <u>ORS 342.232</u>). |
| _____ | Initials | K. 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



can make the assurances listed above.



maintains evidence of compliance with the requirements of the assurances.

Print Name of Administrator

Title

Signature of Administrator

Date

By initialing and signing above, you are assuring that your school meets every requirement listed and can provide evidence upon request.

Section 3 – Documentation required for private preschools WITH a current Office of Child Care Certificate of Approval.

Use this section if you are licensed with the Office of Child Care.

Applicants WITHOUT a Child Care Certificate, please go to Preschool - Section 4.

Use this as a checklist to insure ALL documentation per OAR 581-015-2275 is submitted:

- ☐ 1. **Commercial general liability insurance.** Submit 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).
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 to maintain approval. OAR 581-015-2285)
- ☐ 2. **CCD Certificate:** Submit copy of **current** Child Care Division Certificate of Approval, indicating expiration date. Current certification must be maintained throughout the year.
(Note: If the CCD Certificate of Approval will expire during the approval year, proof of renewed certificate must be submitted to ODE to maintain approval.)
- ☐ 3. **Policy of nondiscrimination:** Submit copy of the preschool's policy of nondiscrimination in enrollment and employment.

Please provide ALL required documents.

Incomplete applications will not be approved.

**End of Application for Preschool Applicants
WITH Child Care Certificate of Approval**

For ODE Use Only

Reviewer: _____
Signature Date

Recommendation: [] Approve [] Do not approve - application incomplete.

Approver: _____
Signature Date

Section 4 – Documentation required for private preschools **WITHOUT** a current Office of Child Care Certificate of Approval.

Use this section if you are NOT licensed with the Office of Child Care.

Use this as a checklist to insure ALL documentation per OAR 581-015-2275 is submitted:

- ☐ 1. **Commercial general liability insurance.** Submit 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). **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.)
- ☐ 2. **Fire codes:** 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:** 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. **Facility occupancy and Use:** Submit copy of verification that facility meets the standards set forth by appropriate local building inspector.
- ☐ 5. **Emergency plans and safety programs:** Submit copy of the private preschool's emergency plans and safety programs meeting the requirements of OAR 581-022-1420
- ☐ 6. **Policy of nondiscrimination:** Submit copy of the preschool's policy of nondiscrimination in enrollment and employment.
- 7. **Policies and procedures for staff hiring and evaluation:**
 - ☐ a. **References:** Submit copy of policies and procedures that require the careful checking of personal and professional reference for all potential employees
 - ☐ b. **Criminal background check:** 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; and
 - ☐ c. **Staff evaluations:** Submit copy of policies and procedures that require a regular schedule of staff evaluation of competencies of all employees to work with children.

Please provide ALL required documents.

Incomplete applications will not be approved.

**End of Application for Preschool Applicants
WITHOUT Child Care Certificate of Approval**

For ODE Use Only

Reviewer: _____
SignatureDate

Recommendation: ☐ Approve ☐ Do not approve - application incomplete.

Approver: _____
SignatureDate