Application for
Early Education Program Approval
and
0.5 ADM/Formula Funding

Alaska Department of Education and Early Development

Division of Innovation and Education Excellence

Jayne McFarland, Education Specialist II
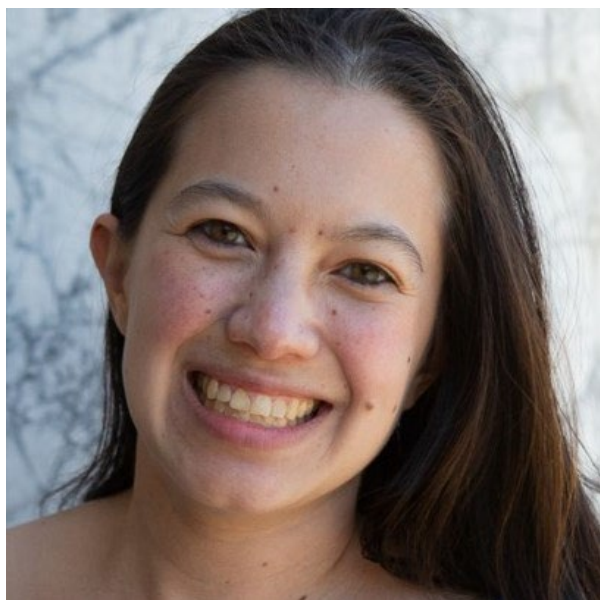
December 2024

The Early Learning Team
Division of Innovation and Education Excellence

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Kristen Spencer
- ASQ
- Approval to Operate
- PEG Grant Manager
- 619/Special Education

Supanika Ordonez
- TS GOLD/Assessment
- Head Start

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- EEP Grant Manager
- EEP ADM Application
- EEP Standards

Becky Moren
- Administrator

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Mission, Vision, and Purpose

Mission	Vision	Purpose
An excellent education for every student every day.	All students will succeed in their education and work, shape worthwhile and satisfying lives for themselves, exemplify the best values of society, and be effective in improving the character and quality of the world about them. - Alaska Statute 14.03.015	DEED exists to provide **information**, **resources**, and **leadership** to support an excellent education for every student every day.

Strategic Priorities: Alaska's Education Challenge

Five Shared Priorities:

1. Support all students to read at grade level by the end of third grade.

2. Increase career, technical, and culturally relevant education to meet student and workforce needs.

3. Close the achievement gap by ensuring equitable educational rigor and resources.

4. Prepare, attract, and retain effective education professionals.

5. Improve the safety and well-being of students through school partnerships with families, communities, and tribes.
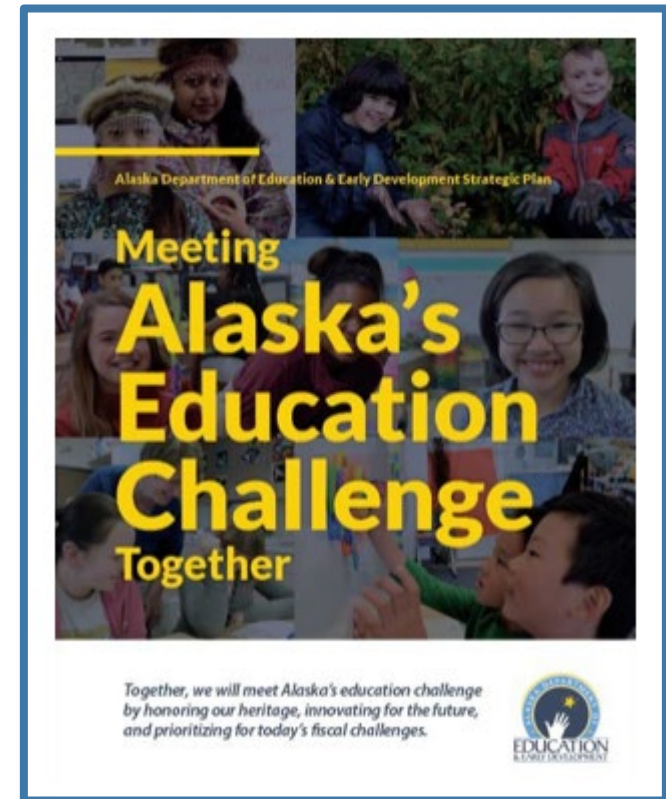
education.alaska.gov/akedchallenge

An Excellent Education for Every Student Every Day

Agenda

- Background: Alaska Reads Act

- Application Format

- Application Components

- Timeline and Review Process

An Excellent Education for Every Student Every Day

House Bill 114, Chapter 40, SLA 2022
Passed May, 2022

Alaska Early Education Program Standards (EEP Standards)

A framework for early education programs operated by school districts.

Effective July 1, 2023

Early Education Program Grant (EEP Grant)

Provides resources to districts that are working to implement the EEP Standards.

Began 2023-2024 school year

0.5 ADM Funding

Allocated for programs that meet the EEP Standards.

Began 2023-2024 school year

0.5 ADM Funding

Alaska Reads Act: AS 14.17.500(d-g)

A student in a district-wide early education program provided by a school district and **approved by the department** under AS 14.07.020(a)(8) is counted as one-half of a full-time equivalent student.

- Four- and five-year old students
- $3,000,000 increments by year
- Funding prioritized to the lowest-performing districts

Eligible Recipients

Operated an early education program for 4- and 5-year-olds for at least 3 years

Consulted with all high-quality child care agencies operating within the school district boundaries (i.e. Head Start)

Successfully implemented the Alaska Early Education Program Standards

Employs early education teacher(s) with the required and current teacher certification

Pathway to sustainable funding

Meet Standards
- Implement all Alaska Early Education Program Standards

Submit Application
- Application demonstrates that all EEP Standards and Requirements have been met
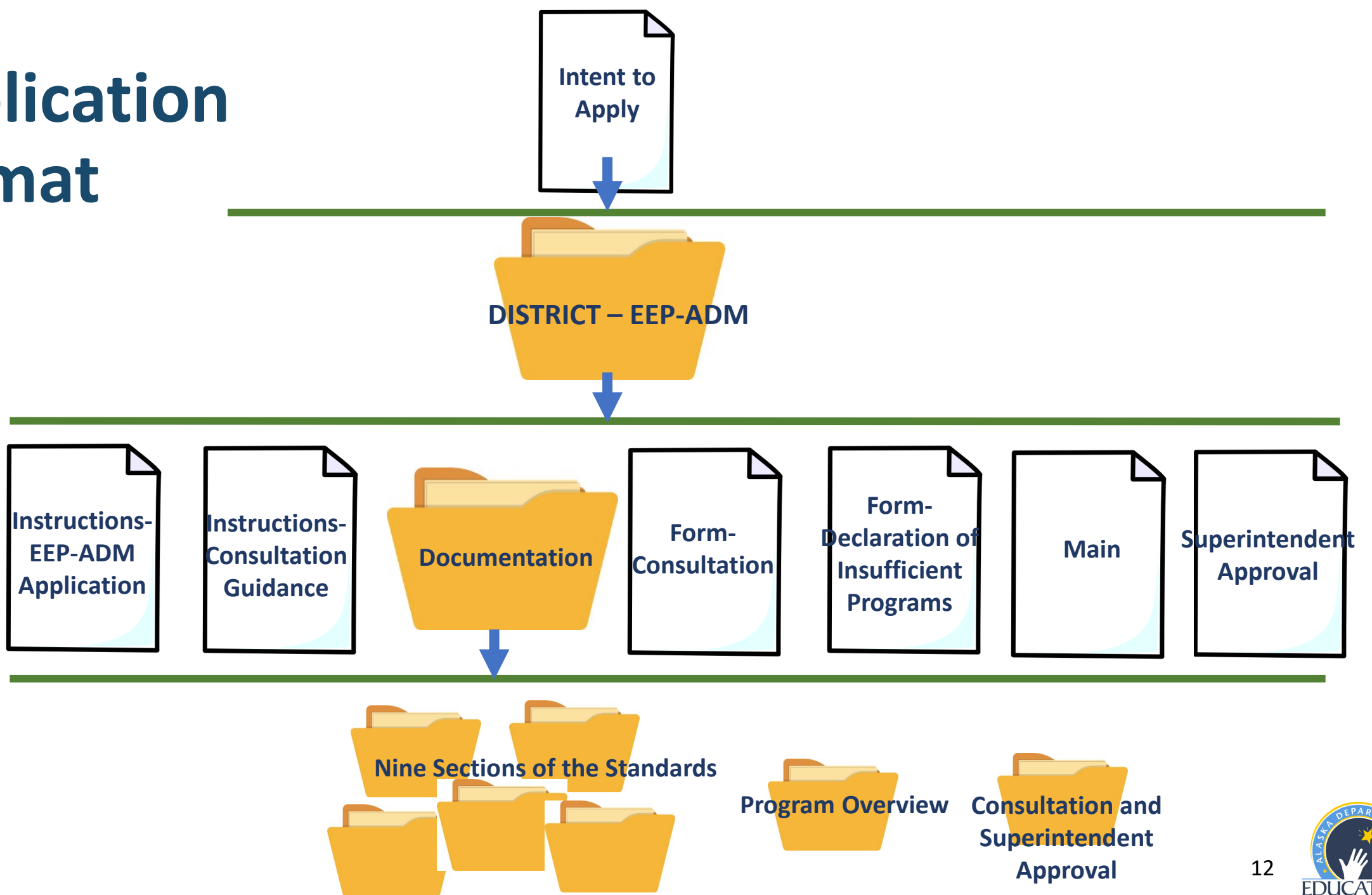
Receive Approval
- DEED approves the application

0.5 ADM
- District eligible to count 4- and 5-year-old students in OASIS count for formula funding, 0.5 ADM

Application Format and Components

Application Format

Intent to Apply

DISTRICT – EEP-ADM

Instructions-EEP-ADM Application

Instructions-Consultation Guidance

Documentation

Form-Consultation

Form-Declaration of Insufficient Programs

Main

Superintendent Approval

Nine Sections of the Standards

Program Overview

Consultation and Superintendent Approval

Tech considerations

- District access to Google accounts is helpful, but not necessary

- Districts may add or remove staff access at any time

- DEED retains "Management" of the folder

- District access will be changed to "view only" when the formal review process starts in May

- Cut and paste information from Early Education Standards Workbook (Excel) to the application (Google)

DEED's technology specialists are available to help as need arises.
Email earlylearning@alaska.gov

Two Instruction Documents

Instructions – EEP-ADM Application

- Complete instructions

Instructions – Consultation Guidance

- Instructions for consultation process and two required consultation forms
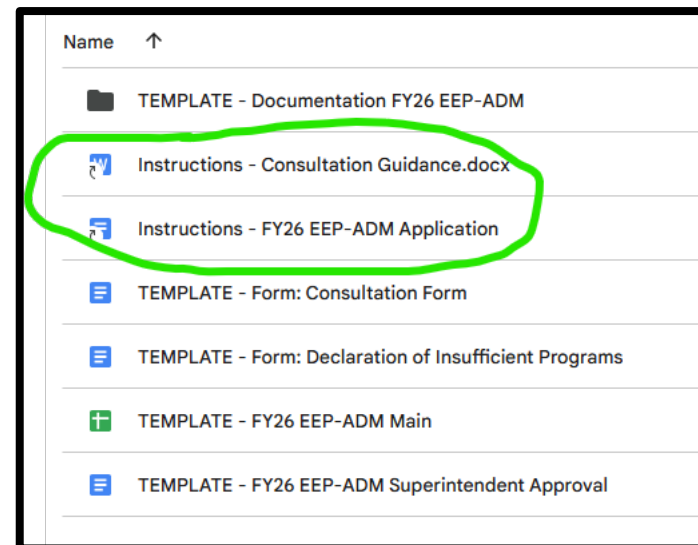
Main Spreadsheet

District: XXXX			
Application Item	**Requirement**	**APPLICANT** mark when complete	**Technical Review** **DEED PROGRAM MANAGER** mark if complete
Main: Demographic Data	>Data entered for all components		
Main: Program Overview	>All components are addressed. >Narrative present. >Documentation may be included.		
Main: All Sections of the Alaska Early Education Program Standards	>All components are addressed. >Narrative present for each component. >Documentation present for each component.		
Consultation: Agenda	>An agenda from each consultation meeting(s).		
Consultation: Declaration of Insufficient Programs	>All columns of the form complete. >All Head Start agencies operating within the school district are represented on one form. >All schools with a preschool program within its service area, either operated by the District or Head Start, are represented. >Additional comments are attached if necessary.		
Consultation: Early Education Program Consultation Form	>At least one meeting with each Head Start agency operating within the district service area is documented. >Required attendees were present. >Required signatures are present with a mark of agree or disagree. >Additional comments are attached if necessary.		
Superintendent Approval	>Superintendent's signature present.		

+ ≡ **Checklist** ▾ Instructions ▾ Demographic Data ▾ Program Overview ▾ Teaching & Learning Environment ▾ Social & Emotional Support ▾
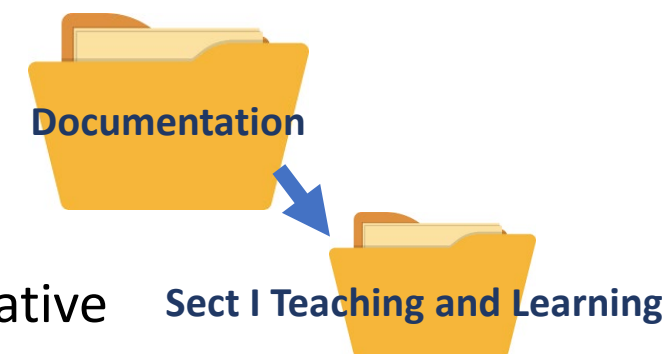
- Add District name to each page
- Checklist
  - Districts complete prior to submitting the application
  - DEED will mark any incomplete items during technical review

Main Spreadsheet

Demographic data:

- Program data

- Student data

- Staff data

  - List all early education staff: paraprofessionals, supervising teachers, classroom teachers, etc

    - Add notes if necessary to describe the staffing structure of each classroom

  - Report whether each teacher holds certification and endorsement

District:			
DEMOGRAPHIC DATA FOR PAST THREE YEARS	2024-2025 school year	2023-2024 school year	2022-2023 school year
# of communities			
# of sites, i.e. buildings			
# of classrooms			
total # of 4 and 5 year old students enrolled			
total # of students reported as speaking more than one language			
total # of students reported as Alaskan Native or American Indian			

CERTIFICATION DATA FOR 2024-2025 SCHOOL YEAR	Position (early education lead teacher, classroom teacher, paraprofessional, other)	Yes / No Active AK Teacher Certification	Yes / No Active AK Early Education Lead Teacher Endorsement
First and Last Name (As printed on certificate)			

+ ≡ Checklist ▾ Instructions ▾ **Demographic Data** ▾ Program Overview ▾ Teaching & Learning Environment ▾ Social & Emotional Supp

HINT: DEED will approve programs that comply with current Alaska teacher certification requirements. AK Reads Early Education Lead Teacher endorsement is required beginning with the 2025-2026 school year.

Main Spreadsheet

Program Overview: Staff retention and Kindergarten transition

- Narrative is *required*
  - Paragraph: 5-6 sentences
- Documentation is *optional*
  - Optional: List documents that clarify or provide evidence for the narrative
  - Provide links and/or save to Documentation folder

Main Spreadsheet: Early Education Program Standards

District:		
I. Teaching and the Learning Environment		
	Narrative:	Documentation:
(I.a.i) Program has developmentally appropriate schedules, lesson plans, and indoor and outdoor learning experiences that provide opportunities for choice, play, exploration, and experimentation among a variety of learning, sensory, and motor experiences		
(I.a.ii) Program has teacher-directed and child-initiated activities, active and quiet learning activities, and opportunities for individual, small group, and large group learning activities.		
(I.b) Program has a maximum of twenty (20) children led by two teachers or a teacher and a teaching assistant OR a double session class with a maximum of 17 children led by two teachers or a teacher and a teaching assistant.		
(I.c) Program regularly serves 4 and 5-year-old children for at least 2 hours per day, 5 days a week.		
(I.d) Program provides developmentally appropriate equipment, materials, supplies and physical space for indoor and outdoor learning environments, including functional space.		
(I.d.i) Program has the necessary accommodations and the space is accessible to children with disabilities		
(I.e) Program has snack and mealtimes that support development and learning. Snack and mealtimes are structured and used as learning		

+ ☰   Checklist ▾   Instructions ▾   Demographic Data ▾   Program Overview ▾   **Teaching & Learning Environment** ▾   Social & Emotional Support ▾   Curricula ▾

- Nine sections
- Narrative is *required*
  - Short paragraph: 2-4 sentences
  - Description of how your district is meeting the standard.
  - Narrative should complement the documentation.
- Documentation is *required*
  - List documentation/resources that provide evidence for the narrative
  - Multiple types of media may be used.
    - Examples: pdf, Word, images, Google docs, webpage URLs
  - Create a hyperlink to each source
  - **OR** Save documentation to the appropriate Section folder nested inside the Documentation folder
  - Title saved documents with a descriptive label and the applicable standard
    - Example: weekly lesson plan_Sept2024_I.a.i

Documentation

Sect I Teaching and Learning

Example documentation

Me & My Family Lesson Plans

September: Week 1

Focus	Monday	Tuesday	Wednesday	Thursday	Friday
Circle Time 3-5 min.	Head, Shoulders, Knees, and Toes	My Family Graph	Compliment Circle	Funny Voice Name Game	Things I Like
Read-Aloud Book 5-7 min.	*I Am Enough* by Grace Byers	*The Great Big Book of Families* by Mary Hoffman	*Ten Rules of the Birthday Wish* by Beth Ferry	*I Like Myself* by Karen Beaumont	*Marvelous Me* by Lisa Bullard
Literacy 10 min.	ABC It Songs Set #1 Sing Alphabet Song ABC It Letter Match	ABC It Songs Set #1 Sound Cards Rhyme Time	ABC It Songs Set #1 Sound Clip Cards Clap Syllables	ABC It Songs Set #1 Letter Mats Interactive Writing	ABC It Songs Review Sound Sort Sky Writing
Math 10 min.	Question of the Day Frame Flash	Question of the Day Frame Flash	Question of the Day Frame Flash	Question of the Day Frame Flash	Question of the Day Frame Flash

Learning Centers

Literacy	Fingerprint Alphabet	ABC Families	Cupcake ABC	Character Traits A-Z	Name Activity Board
Math	Body Measure	Build a Family	Birthday Number Mats	Whose House?	Magnetic Tile House Blueprint
Art	Self-Portrait	Handprint Tree	Puffy Paint Cupcakes	Me & My Family Directed Drawings	Watercolor Names
Other	Birthday Party Paper Chain	My Room Blueprint	Bubble Foam Cupcakes	Paper Haircuts	Things I Like Sensory Bin
Dramatic Play	Birthday Party				

Format: screen shot saved on word doc
Save to folder: Sect I Learning Environment
Create hyperlink
Label: weekly lesson plan_Sept2024_I.a.i

Format: photo saved as jpg
Save to folder: Sect I Learning Environment
Create hyperlink
Label: adaptive swing_I_d_i

Format: photo saved on google doc
Save to folder: Sect I Teaching & Learning
Create hyperlink
Label: adaptive equipment_I.d.i

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Main Spreadsheet: Standards

District:	XXXX	
I. Teaching and the Learning Environment		
	Narrative:	**Documentation:**
(I.a.i) Program has developmentally appropriate schedules, lesson plans, and indoor and outdoor learning experiences that provide opportunities for choice, play, exploration, and experimentation among a variety of learning, sensory, and motor experiences	Teachers are required to post a schedule in their classroom after submitting it to administration for approval. Teachers are required to create unit lesson plans that may span one to two weeks. These schedules and lessons plans provide for a wide variety of experiences.	weekly lesson plan_Sept_I.a.i daily schedule_I.a.i
(I.a.ii) Program has teacher-directed and child-initiated activities, active and quiet learning activities, and opportunities for individual, small group, and large group learning activities.	Students move through a variety of activities each day as documented on daily schedules and weekly lesson plans.	weekly lesson plan_Sept_I.a.i daily schedule_I.a.i
(I.b) Program has a maximum of twenty (20) children led by two teachers or a teacher and a teaching assistant OR a double session class with a maximum of 17 children led by two teachers or a teacher and a teaching assistant.		
(I.c) Program regularly serves 4 and 5-year-old children for at least 2 hours per day, 5 days a week.		
(I.d) Program provides developmentally appropriate equipment, materials, supplies and physical space for indoor and outdoor learning environments, including functional space.		
(I.d.i) Program has the necessary accommodations and the space is accessible to children with disabilities	All space is handicap accessible as required by law. Necessary accommodations and adaptive equipment are provided as needed.	adaptive equipment adaptive swing
(I.e) Program has snack and mealtimes that support development and		

- Create a hyperlink to every piece of evidence
  - Contact earlylearning@alaska.gov for technical assistance
- The same documentation may be used for multiple standards
  - List a document in every standard that it applies to

Main Spreadsheet

Hints
- Write something in every cell
- Use narrative and documentation together to give a thorough description
- Only one piece of evidence per saved document
  - Do NOT save multiple pieces of evidence to one pdf
- Refer to webinar recordings for a description of the standards and examples of evidence
  - 2023-2024 Understanding Alaska's Early Education Program Standards
  - 2024-2025 Implementing Alaska's Early Education Program Standards for 0.5 ADM

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Consultation Process

- Purpose
  - Avoid duplicate programs
  - Facilitate resource sharing

- Refer to Instructions – Consultation Guidance

- Refer to recording of consultation technical assistance webinar for details

- Hold at least one *live* meeting with each high-quality childcare agency operating within the school district boundaries (i.e. Head Start)
  - List of Local and Tribal Head Start agencies is included in instruction document

- Upload to Documentation Folder
  - An agenda for each meeting
  - Completed Declaration of Insufficient Programs form
  - Completed and signed Early Education Program Consultation Form
  - Additional comments, if any

Consultation Process: Declaration of Insufficient Programs Form

- Purpose:
  1. Demonstrate that an insufficient number of children are enrolled in high-quality early education programs.
  2. Avoid duplication of existing high quality early education programs (i.e. Head Start).

- Form required even if no Head start agency operates within the school district.

- Submit additional narrative if necessary to describe current preschool programming.

DECLARATION OF INSUFFICIENT PROGRAMS FORM

School District: _____

Purpose:
1) Demonstrate that an insufficient number of children are enrolled in high-quality early education programs.
2) Avoid duplication of existing high quality early education programs (i.e. Head Start).

Instructions:
- Enter data in each column of the table as described in the Early Education Program Consultation Guidance.
- List every school with an early education program classroom within its service area, either operated by the District or Head Start. Include schools where the District plans to operate an early education program classroom.
- Head Start service areas may not align directly with school service areas. In this case, use additional lines as needed to ensure that Head Start preschool classroom enrollment and kindergarten enrollment is recorded on the table.
- All columns must be completed even if no Head Start program operates within the school or district service area.

1. Elementary School and Community	2. Number of Kindergarteners from last enrollment count	3. Head Start agency operating in the school service area	4. Current number of 4- and 5-year-old children enrolled in a Head Start preschool classroom within the school service area	5. Number of 4- and 5-year-old children on waitlist for a Head Start classroom
Example: Jeffery A Bader School, Holy Cross	10	TCC	0	0
Example: Kake Elementary, Kake	10	RuRAL CAP	10	0

The applicant or Head Start may submit additional narrative to describe the current landscape of early education programming within the district and to explain how the proposed school district program does or does not duplicate or supplant the current Head Start program. See the Early Education Program Consultation Guidance for more detail.

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Consultation Process: Early Education Program Consultation Form

- Required participants must **sign** and **mark agree or disagree**
    - Head Start agency Director or designee
    - District Superintendent or designee

- In-person or electronic signatures are accepted

- Additional narrative required if disagree is marked

- Additional narrative optional for any participant

Hint: Start Early! Getting signatures takes time.

Superintendent Approval

- In-person or electronic signature
- Upload signed Form to Documents folder

EEP-ADM APPLICATION

Application for
Early Education Program Approval
and
0.5 ADM / Formula Funding

Superintendent Approval

Signing this document indicates support of the District's Early Education Program. It certifies that to the best of your knowledge the District

- Has operated an early education program for three or more years,
- Has consulted with all high-quality child care programs within the school district boundaries [Sec 14.03.410(c)],
- Has successfully implemented the Alaska Early Education Program Standards, and
- Employs early education teacher(s) with the required and current teacher certification.

Superintendent Signature _____Date_____

Superintendent Printed Name_____

Questions

Timeline and Review

Application Timeline

Application available. Submit Intent to Apply: Form 05-24-034	Technical Assistance Webinars	Optional: Early review of Consultation	Application Due email earlylearning@alaska.gov	Notification of approval or denial
November	December	January 31	15 May, 4:30 PM	1 September
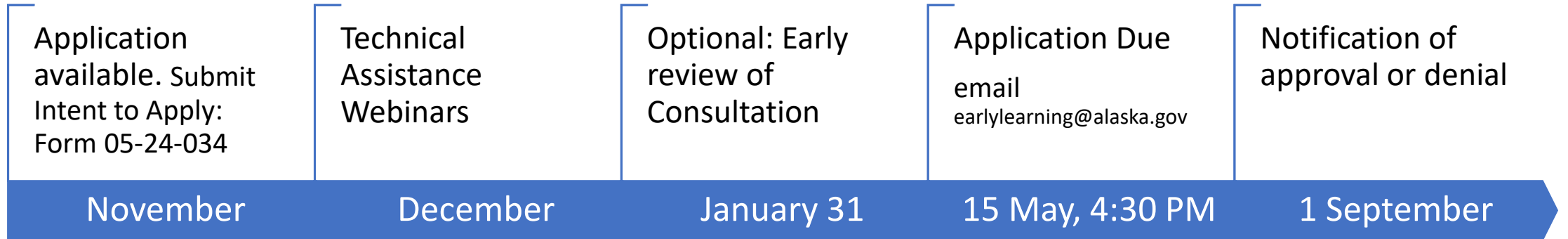
Review Process

- Technical review
  - DEED will determine if application is complete
    - Seven days
  - DEED will notify Districts if additional information is needed
    - Districts must submit information within seven days of notification
    - If districts do not submit additional information, review process will end

- Panel review
  - District access will be changed to "view only"
  - DEED will determine compliance with eligibility requirements including Alaska's Early Education Program Standards

- Final notification: on or before September 1

Districts approved by September 1 will be eligible to report 4- and 5-year-old students in the district's average daily membership (ADM) for the 2025-2026 school year

Appeals

Formal appeals will be handled according to Chapter 40, Alaska Administrative Code, Review and Appeals of Actions and Decisions Regarding funding 4 AAC 40.010

Oversight

- Annual 0.5 ADM report
  - Certified report providing assurances that all Early Education Program Standards are and will continue to be met
  - Submit within 2 weeks of the student count period under 4 AAC 09.015(c)

- 0.5 ADM Renewal Application
  - Submit every three years

Revocation: AS 14.07.020(a)(8)

- The department may ... revoke approval of an early education program if the program does not comply with the standards adopted by the board under AS 14.07.165(a)(5)

- Revocation process starts when a complaint is received by the department stating that the program is not meeting the Early Education Program Standards

Questions

Resources

- [Intent to Apply](#)
- [EEP-Standards-SBOA-APPROVED.pdf (alaska.gov)](#)
- [Early Learning Programs Page](#)

Contact Information

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Webpage: education.alaska.gov/earlylearning
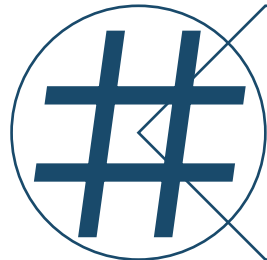
Stay Connected

Website
- education.alaska.gov

Phone
- Main Line: (907) 465-2800
- Teacher Certification: (907) 465-2831

Social Media
- @AlaskaDEED