# PRESCHOOL FAQS 2021-2022

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Preschool Programs

1. **4-year-old children who qualify for Preschool-Aged At-Risk will generate 0.5 FTE for the 2021-2022 school year. How much is the BASE going forward?**

In districts operating approved programs, 4-year-old students who meet an at-risk criterion for Preschool-Aged At-Risk students and who are enrolled and attending on September 20, 2021 will automatically count as a ½ student (0.5 FTE) in calculating a district's enrollment and accompanying weightings. Each 3- and 4-year-old student enrolled and attending special education and related services for preschool-aged exceptional children provided for by the school district is also counted as ½ student (0.5 FTE) in calculating a district's enrollment and additional weightings. The Base Aid for Student Excellence (BASE) is as follows:

<table>
<thead>
<tr>
<th>School Year</th>
<th>BASE</th>
<th>BASE*0.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020</td>
<td>$4,436</td>
<td>$2,218</td>
</tr>
<tr>
<td>2020-2021</td>
<td>$4,569</td>
<td>$2,285</td>
</tr>
<tr>
<td><strong>2021-2022</strong></td>
<td>$4,706</td>
<td>$2,353</td>
</tr>
<tr>
<td>2022-2023</td>
<td>$4,846</td>
<td>$2,423</td>
</tr>
</tbody>
</table>

Preschool-Aged At-Risk students and preschool-aged students with IEPs may also qualify for additional weightings in the school finance formula. For example, the at-risk student weighting of a school district is calculated by first determining the number of students who are eligible for free meals under the National School Lunch Act included in the enrollment of the school district and then multiplying that number by 0.484. That means that each student who is eligible for free meals under the National School Lunch Act generates the following:

<table>
<thead>
<tr>
<th>School Year</th>
<th>BASE</th>
<th>BASE*0.484</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020</td>
<td>$4,436</td>
<td>$2,147.024</td>
</tr>
<tr>
<td>2020-2021</td>
<td>$4,569</td>
<td>$2,211.396</td>
</tr>
<tr>
<td><strong>2021-2022</strong></td>
<td>$4,706</td>
<td>$2,277.704</td>
</tr>
<tr>
<td>2022-2023</td>
<td>$4,846</td>
<td>$2,345.464</td>
</tr>
</tbody>
</table>

Preschool program administrators should connect with district school finance staff to understand the amount of funding generated from preschool students' weightings (for example, bilingual, transportation, high-density at-risk). Students who are not included in a district's enrollment to determine state aid are also not included when calculating weightings.
2. Our district qualifies to participate in the 2/20 MILT count. How does that affect our preschool enrollment counts?
Districts that meet the qualifications to participate in the 2/20 MILT count will include preschool-aged at-risk, Kansas Preschool Pilot, Kansas Parents as Teachers, and other preschool students in their MILT ENRL records. Preschool-Aged At-Risk students will be included in districts’ enrollment counts when calculating enrollment and accompanying weightings, and Kansas Preschool Pilot students will be included when determining grantees’ Kansas Preschool Pilot enrollment.

3. There have been changes in how schools collect information to determine eligibility for free or reduced lunches. How do we determine a families’ income for the purposes of determining whether they qualify as at-risk under the poverty criterion for the Preschool-Aged At-Risk program or Kansas Preschool Pilot grant? Will the Household Economic Survey meet auditing requirements for determining eligibility for these programs?
Superintendents have been discussing this issue in relation to At-Risk funding. There is Guidance for At-Risk Funding posted at [https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Whats-New](https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Whats-New). KSDE has been sharing information with superintendents, and we encourage early childhood teams to connect with the district’s leadership.
Refer to the “At-Risk Student Weighting” section in the Enrollment Handbook posted at [https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing#AuditGuides](https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing#AuditGuides)
The Community Eligibility Provision (CEP) Schools - Household Economic Survey form and the Free and Reduced Price Meals - Household Application Packet are both posted at [https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing](https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing) under “Forms and Documents (to support claims)”. Programs can also use the Child and Adult Care Food Program Eligibility Form.

4. Where can I find income guidelines for eligibility to receive free or reduced-price lunch for the National School Lunch Program?
Income Eligibility Guidelines can be found in KSDE’s secure KN-CLAIM System. [https://www.kn-eat.org/CNW/CNW_Menus/Index.htm](https://www.kn-eat.org/CNW/CNW_Menus/Index.htm)

5. How can we verify income eligibility for students who attend half-day and do not eat lunch?
Programs can either use the Child and Adult Care Food Program income eligibility forms (available at [https://www.kn-eat.org/CACFP/CACFP_Menus/CACFP_Income_Eligibility_Forms.html](https://www.kn-eat.org/CACFP/CACFP_Menus/CACFP_Income_Eligibility_Forms.html)) or the Community Eligibility Program Household Economic Survey (available at [https://www.kn-eat.org/SNP/SNP_Menus/SNP_Admin_Community_Eligibility.htm](https://www.kn-eat.org/SNP/SNP_Menus/SNP_Admin_Community_Eligibility.htm)).
6. **Are children who have been recently adopted considered at-risk?**
Adoption is not an at-risk criterion. However, the child may qualify under other criteria.

7. **Where can we access additional resources regarding serving students experiencing homelessness?**
- KSDE Educating Homeless Children and Youth
- October 2018 webinar with Linda Aldridge
- Coordinating with community agencies serving children experiencing homelessness, including Head Start and Early Head Start Modules.

8. **If a child qualified as at-risk as a 3-year-old, do they need to requalify for their 4-year-old preschool year?**
Yes. Students must re-qualify during the enrollment time for their second year of preschool.

9. **Do students need to live in a district to qualify for Preschool-Aged At-Risk funding?**
No. However, if students live out-of-district they do not qualify for transportation funding. Districts should ensure that multiple districts are not claiming the same student for funding. Of course, districts have the option to serve preschool students - whether they reside within or outside the district – and not receive funding.

10. **Is the Kansas Preschool Pilot Audit Guide the exact same as the Preschool-Aged At-Risk Audit Guide?**
No, two separate audit guides are located on the fiscal audit website.

11. **Whose responsibility is it to maintain attendance records?**
Local programs have the discretion to determine who maintains records. These records should be kept at the local level and available to auditors should they request them.

12. **What other funding is available for early childhood education programs?**
Potential funding sources to support preschool programming could include, but are not limited to:
- At-Risk Education Funding may be used to serve qualified preschool students
- School District General Fund
- Preschool-Aged At-Risk Fund
- Preschool-Aged student with disability base state aid
- Early Childhood Block Grant (Kansas Children's Cabinet and Trust Fund)
- Kansas Special Education Categorical Aid
- Head Start (federal Administration for Children and Families)
- Child Care Development Block Grant (Child Care Subsidy) (Kansas Department for Children and Families)
- Child and Adult Care Food Program
• McKinney-Vento
• ESEA Title I
• ESEA Title II to support early educators’ professional development and to provide programs and activities to increase the knowledge and ability of principals or other school leaders to support teachers, teacher leaders, early childhood educators, and other professionals to meet the needs of students through age 8, which may include providing joint professional learning and planning activities for school staff and educators in preschool programs that address the transition to elementary school.
• IDEA Part B
• Parent fees/tuition
• Kansas Parents as Teachers
• Local Grants/Funding (private funders)
• Kansas Preschool Pilot

The Kansas Preschool Pilot program requires at least 50% of the students served by the grant meet one of the at-risk qualifiers. This could be an avenue to fund general education students who do not meet at-risk qualifiers.

13. What are allowable Kansas Preschool Pilot expenditures? What indirect cost rate is allowed?
Allowable Kansas Preschool Pilot expenditures include the following Budget Categories:

• 1000 Instruction:
  o 100 Salary
  o 200 Employee Benefits
  o 300 Purchased Professional & Tech. Services
  o 400 Purchased Property Services
  o 500 Other Purchased Services
  o 600 Supplies & Materials
  o 700 Property
• 2000 Support Services
  o 100 Support Services-Students Travel & Subsistence
  o 2720 Vehicle Operations Service
• 3000 Operation of Non-Instructional Services
  o 3100 Food Service Operations
  o 3400 Student Activities.

Refer to the Accounting Handbook - recording expenditures in USD budgets posted at https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Guidelines-and-Manuals for additional information regarding these budget categories. Grantees may spend up to 8% of the Children’s Initiatives Fund portion of the grant on Indirect Costs. TANF Funds may not be used to reimburse administrative expenses, which are defined in the Kansas Preschool Pilot Program Requirements.
14. **Can we include 3- and 4-year-old preschool-aged at-risk students in our Kansas Preschool Pilot Roster?**
   Yes. Districts should claim all eligible 3-and 4-year-old preschool-aged at-risk students for Preschool-aged At-Risk funding. Grantees can also include these students as part of their Kansas Preschool Pilot roster. It will be essential for programs to maintain clear records identifying how separate funding sources were utilized.

15. **Can programs report students with IEPs who do not meet at-risk criteria as part of their Kansas Preschool Pilot Kansas Preschool Pilot program?**
   Yes. These students can include three- and four-year-old students who do not meet at-risk criteria. These students cannot make up more than 50% of the students enrolled in the Kansas Preschool Pilot.

16. **Are Kansas Preschool Pilot funds guaranteed? If we were funded this year will we be funded for the 2022-2023 school year?**
   No, Kansas Preschool Pilot funds are not guaranteed. The amount of Kansas Preschool Pilot grant funding requested remains much larger than the amount of funding available. There are other larger and more sustainable options for districts to invest in preschool. These include state school finance formula funds, special education funds and federal Head Start grants.

   In 2022-2023, districts applying for Kansas Preschool Pilot grant funds will first demonstrate that they are reinvesting other available sources of funding into their preschool programs before requesting Kansas Preschool Pilot funding to supplement gaps. Districts should plan accordingly, recognizing that competitive grant funding levels are not guaranteed for future years.

17. **Regarding the Preschool-Aged At-Risk and the Kansas Preschool Pilot: Is there a benefit to one versus the other? Can we use both at the same time?**
   There are several differences between Preschool-Aged At-Risk and the Kansas Preschool Pilot. Requirements are intentionally similar to allow programs to utilize both funding sources to support early learning programming, and districts are allowed to apply for both grants.

   If programs are not including students who are supported by Preschool-Aged At-Risk funding in their Kansas Preschool Pilot count, they can certainly mix children supported by either Preschool-Aged At-Risk funding or Kansas Preschool Pilot funding in the same classrooms. It will be essential for programs to maintain clear records identifying how separate funding sources were utilized.
## At-A-Glance Differences between Preschool-Aged At-Risk (State Pre-K 4-Year-Old At-Risk) and Kansas Preschool Pilot

<table>
<thead>
<tr>
<th></th>
<th>Preschool-Aged At-Risk</th>
<th>Kansas Preschool Pilot</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Children Served</strong></td>
<td>Serves 4-year-old students; KSDE does not anticipate sufficient funding to serve 3-year-old students in the 2021-2022 school year.</td>
<td>Serves 3- and 4-year-old students.</td>
</tr>
<tr>
<td><strong>Funds</strong></td>
<td>Each enrolled student receiving Preschool-Aged At-Risk is calculated as 0.5 FTE. Weightings apply.</td>
<td>KPP funding is not determined on a per student basis.</td>
</tr>
<tr>
<td></td>
<td>Funded by the Kansas State General Fund</td>
<td>Funded by both Temporary Assistance for Needy Families (TANF) and Children’s Initiatives Fund (CIF)</td>
</tr>
<tr>
<td></td>
<td>Payment dates follow the General State Aid calendar</td>
<td>CIF paid quarterly (25%) TANF paid on a monthly reimbursement basis</td>
</tr>
<tr>
<td><strong>At-Risk Criteria</strong></td>
<td>Each student must meet at least one of the at-risk eligibility criteria</td>
<td>At least 50% of the children served by the Kansas Preschool Pilot funds must meet at least one of the at-risk criteria</td>
</tr>
<tr>
<td></td>
<td>Students enrolled using the criterion for poverty must qualify for free lunch program on September 20, 2021</td>
<td>Students enrolled using the criterion for poverty must qualify for either the free lunch program or the reduced lunch program on September 20, 2021</td>
</tr>
<tr>
<td><strong>Assurances</strong></td>
<td>N/A</td>
<td>21: Maintain classroom rosters for all children enrolled in the Kansas Preschool Pilot</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>22: Ensure that on September 20, 2021 at least 50% of the children served by Kansas Preschool Pilot funding meet at least one of the at-risk criteria.</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>23: Serve children aged 3 through 5. Children eligible for kindergarten (age 5 on or before August 31) may not be served with these funds.</td>
</tr>
</tbody>
</table>

18. **Can a program charge tuition and fees to students who are also supported by Preschool-Aged At-Risk or Kansas Preschool Pilot funding?**  
   K.S.A. 72-3215 authorizes school districts to prescribe and collect fees for providing preschool programs. Fees for providing preschool programs shall be prescribed and
collected only to recover the costs incurred as a result of and directly attributable to the establishment, operation and maintenance of the preschool programs.

K.S.A. 72-3353 authorizes school districts to prescribe, assess and collect fees and supplemental charges for:

1. The use, rental or purchase by pupils of any of the items designated in K.S.A. 72-3352, and amendments thereto, to offset, in part or in total, the expense of purchasing such items:
   a) Workbooks and materials which are supplemental to textbooks used in specific courses;
   b) specialized clothing and towels for use in physical education, shop, and science courses;
   c) musical instruments for use in band or orchestra;
   d) instructional materials for the use of technology in specific courses; and
   e) materials or supplies which are consumed in specific courses or projects or in which the pupil may retain ownership upon completion of such courses or projects.

2. participation in activities, or the use of facilities, materials and equipment, which participation or use is not mandatory, but optional to pupils, whether incidental to curricular, extracurricular or other school-related activities.

(b) Moneys received by a board of education under this section shall be deposited in the textbook and student materials revolving fund of the school district.

Districts and programs should consider several issues when determining whether they will charge fees and tuition to preschool students benefiting from Preschool-Aged At-Risk and Kansas Preschool Pilot funding:

- Districts should not charge tuition for services supported by state aid via the Preschool-Aged At-Risk program or by Kansas Preschool Pilot grant funds. If children are attending full-day programs, districts may charge tuition for the portion of the day that is not supported by state funds.
- Districts should not charge tuition or fees to students with IEPs. Students with disabilities must have access to a free and appropriate public education (FAPE).
- Are processes in place to waive tuition and fees for families experiencing financial hardship?
- The Kansas Department for Children and Families administers the child care assistance (child care subsidy) program to help families pay for child care costs. Districts may operate classrooms that consist of both children whose families pay tuition and children whose preschool is supported by other funding sources.

19. Can programs require students participating in the Preschool-Aged At-Risk program to bring supplies?

No. Programs can request participating students to bring supplies, but they cannot require it.
20. Can students who meet Preschool-Aged At-Risk criteria and who are receiving Head Start services also generate Preschool-Aged At-Risk funding? Yes. All students enrolled as Preschool-Aged At-Risk should be in classrooms that meet Preschool-Aged At-Risk program requirements. It will be essential for programs to maintain clear records identifying how separate funding sources were utilized.

21. What are requirements for a district to partner with a private organization to deliver preschool services when the students receiving services at that private setting will not be generating Preschool-Aged At-Risk or Kansas Preschool Pilot funding?

A district can partner with a private entity that hosts a district preschool program at the private location. K.S.A. 72-3215 authorizes schools district to contract with private, nonprofit corporations or associations or with any public or private agency or institution, whether located within or outside the state, for the establishment, operation and maintenance of preschool programs.

When districts are not receiving state funding for students' preschool services they have quite a bit of flexibility when it comes to program structure for those students, regardless of whether those services are delivered by the district or a partner. Accredited school districts should keep the following requirements in mind:

- For preschool students who are not generating state aid, there is not a minimum number of instructional hours per year.
- State law requires LEAs when filling positions for which the state board issues a license, to fill that position with a person who holds a license with an endorsement appropriate for the position/assignment.
- Districts should obtain a Kansas Individual Data on Students Identification number (KIDS SSID) for each child participating in a district preschool program and participate in all required KSDE Data Collections, including entry in the KIDS Collection System.

KSDE strongly recommends that districts use the Kansas Early Learning Standards, the Kansas Prekindergarten Guide, and the Kansas Family Engagement and Partnership Standards for Early Childhood as resources while they develop these relationships. These are available at https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Early-Childhood. See the Kansas Department of Health and Environment Child Care Licensing homepage for information on facilities licensure: http://www.kdheks.gov/bcclr/index.html.

22. What are the requirements for a district that wants to partner with a private organization to deliver preschool services when the students receiving services at that private setting will be generating Preschool-Aged At-Risk funding?
K.S.A. 72-3215 authorizes school districts to contract with private, nonprofit corporations or associations or with any public or private agency or institution, whether located within or outside the state, for the establishment, operation and maintenance of preschool programs. Signature of the Preschool-Aged At-Risk assurances by the Superintendent certifies the district’s agreement to the following set of assurances for the duration of the 2021-2022 performance period, regardless of whether services are delivered by the district or by a contracted partner.

Students must be enrolled as students in a district in order for that district to claim them for preschool-aged at-risk funding.

23. **What are the requirements for partnerships between districts and private entities for the Kansas Preschool Pilot?**

Entities that are not school districts may submit applications for funding in partnership with one or more school districts. The applicant must provide a list of names, with email and phone number, of all individuals representing any community/public/private agency that will receive funding to deliver services as a part of the proposed project.

Public-private partnerships are formalized agreements between the public sector (federal, state, local, and tribal officials or agencies) and the private sector (families, employers, philanthropies, media, civic groups, and service providers). Common elements include clearly defined outcome or performance metrics, payments tied to the delivery of services, agreed-upon quality and quantity levels, defined prices, a set long-term operation period, and shared risk across partners. These partnerships are subject to the same terms and conditions of any written contract executed by a district.

24. **Where is the list located for approved evidence-based literacy, math, and social-emotional curricula?**

KSDE does not recommend or endorse specific curricula, but we would be glad to support you in your work. We encourage districts to consider what will best meet their needs and align with their curriculum for kindergarten and older students. Working with the Kansas Multi-Tier System of Supports and Alignment team is often a good option to complement the district’s use of data and other educational strategies.

Here is the relevant section from the preschool grant applications *(available here)*:

Programs must implement an evidence-based preschool curriculum that includes literacy, math, and social-emotional components. These curricula must be approved by KSDE and align to the Kansas Early Learning Standards. When selecting curricula, programs should consider:

- the plan for monitoring ongoing progress, including additional assessments
- any supplemental curriculum/materials used to address literacy, math and
social-emotional development

• the training plan (should include teachers, assistants, paraprofessionals, and related services staff). It is highly recommended that the director/program administrator also receive training.

Additional information regarding evidence-based curriculum may be found at:

• The What Works Clearinghouse: https://ies.ed.gov/ncee/wwc/
• Evidence for ESSA: https://www.evidenceforessa.org/
• KSDE Approved Evidence-Based Practices: https://www.ksde.org/Portals/0/ECSETS/BestPractices/KSDE_Approved_List_Evidence_Based_Practices_Programs.pdf
• Head Start Early Childhood Learning & Knowledge Center: https://eclkc.ohs.acf.hhs.gov/curriculum

If you are considering adopting a new curriculum and currently have separate programs for different groups of children (ex. Preschool-Aged At-Risk and Early Childhood Special Education), you may consider aligning to streamline future opportunities to integrate programs.

If a district or program has questions about whether KSDE would approve a particular curriculum and would like to connect in advance of making a final determination, feel very welcome to do so. We’re also happy to share what other districts are using and help connect programs to their peers.

25. Are preschool classrooms required to administer the ASQ-3 and the ASQ:SE-2?

Preschool programs receiving funding from the Preschool-Aged At-Risk program and the Kansas Preschool Pilot are required to ensure that each child receives a developmental screening using an evidence-based screening tool while they participate in the preschool program. The program must share results with the child’s family.

Preschool programs may determine whether children receive screenings during enrollment prior to the start of the school year, at the beginning of the school year, or upon enrollment of students who enroll after the beginning of the school year.

KSDE recommends but does not require that the preschool program select the ASQ:3 and ASQ:SE-2 developmental and social-emotional screenings for preschool-aged students. Preschool programs that utilize the ASQ are not required to enter the results of the screenings in ASQ Online or report the results to KSDE.

As of July 2020, all accredited schools can use their building ASQ Online account for any child they serve in that building, birth through kindergarten entry, at any point during the year. Please visit https://agesandstages.com/ks/ for more information about the Kansas Kindergarten Readiness Snapshot (ASQ) initiative.
26. Regarding the requirement that each child receives a developmental screening: We do this for every child entering the program, with the exception if the child is transitioning from Part C. We do a play-based assessment and most times a Connors. Do we need to go back and screen these children?

No, a program does not need to rescreen a child who has already been identified as needing services, or do additional screenings if the program is already assessing the child’s development.

27. Can progress monitoring and benchmark tools be used separately or does the curriculum have to have the tool?

Programs may use either a tool issued with the curriculum or select a different monitoring and benchmark tool.

28. Does research show a significant difference in student learning in half-day versus full-day preschool programs?

The quality of programming, dosage of programming, and holistic supports available for young children enrolled are important. For example, a child enrolled in a part-day program may also be receiving quality home visitation/parent education programs to enhance stimulating early learning environments while children are not in school. Here are several resources:

- Untangling the Evidence on Preschool Effectiveness: Insights for Policymakers (Learning Tree Institute, 2019)
  https://learningpolicyinstitute.org/product/untangling-evidence-preschool-effectiveness-report. In short, yes, sufficient learning time matters – but it’s challenging to isolate the individual variables connected to a program’s overall effectiveness.

  http://nieer.org/research-report/is-more-better-the-effects-of-full-day-vs-half-day-preschool-on-early-school-achievement

- Full-Day, Year-Round Early Care and Education: Benefits and Barriers (Position Statement from the Kansas Children’s Cabinet & Trust Fund, 2018)

Ultimately, we’d encourage you to engage your community to understand what families need and what resources/services are already available in the community.

29. How many minutes per day must be administered?

KSDE does not require a minimum number of minutes per day for preschool. However, programs must provide a minimum of 465 instructional hours for each child during the
30. **We have given all parents a choice of either a full day or a half-day in our pre-enrollment forms. If a parent chooses to have their child attend half day, are we still meeting the equal opportunity requirement for access to preschool?**

Equal opportunity for access is met so long as all children have access to both full-day or half-day preschool. Programs may not limit the opportunities available to particular groups of students. See the “Inclusion of all children” section in the application's additional information and resources regarding program requirements for more information.

31. **What are the state guidelines for 4-day school week versus a 5-day school week?**

KSDE does not provide requirements regarding the number of days per week. Programs must provide a minimum of 465 instructional hours for each child during the school year. Districts should ensure that methods to determine access to full-day or full-week programming are not discriminatory.

32. **Do meals and snack times count towards the required 465 hours?**

Yes. Meal and snack times can be counted as instructional time for preschool classrooms. This is reflected in KSDE’s Enrollment Handbook for 2021-22 and the School Term Audit Guide.

Please keep in mind that instruction must be provided by a licensed teacher (this requirement has not changed).

33. **Is serving a snack required during school year 2021-2022?**

Yes. Serving a snack and/or meal is a requirement.

34. **Preschool-Aged At-Risk programs and Kansas Preschool Pilot grantees are required to provide at least one meal or snack per classroom session to each child in attendance. Does providing breakfast fulfill this requirement?**

Yes.

35. **Do family activities and home visits count toward instructional hours?**

Please refer to the School Term Audit Guide posted at [https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing](https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing), which notes that Parent-Teacher Conferences are allowable to count toward instructional hours. Dedicated days or half-days when teachers are visiting with families at home would count toward instructional hours; individual home visits conducted in the normal course of the school year would not.
36. **Can time where the Para or Assistant Teacher count towards instructional time?**
   Instructional time is time provided by a Kansas licensed teacher. If paras or assistant teachers do not hold a Kansas teaching license, this time does not count toward the 465 hours of instruction.

37. **Do hours spent in child care count towards the 465-hour requirement?**
   Please refer to the School Term Audit Guide for guidance regarding instructional time. Instruction is provided by a licensed teacher.

38. **For the Preschool-Aged At-Risk and Kansas Preschool Pilot, the adult to child ratio must be no more than 1:10 at all times, with a classroom size not to exceed 20 students. This applies to ALL children in the classroom regardless of funding streams. Is this a teacher to child ratio or an adult to child ratio? Do paras count?**
   Assistant teachers and teacher aides who meet the requirements laid out in the “Teacher Requirements” section are considered the secondary teachers in the classroom and count toward the 1:10 ratio.

39. **Regarding teacher licensure, is elementary education now an acceptable license (without an early childhood endorsement) or would an elementary education licensed teacher need to be working towards an early childhood endorsement?**
   A teacher who has a license with an Elementary Education, K-6 or K-9 endorsement meets the requirements for the Preschool-Aged At-Risk and Kansas Preschool Pilot grants.

40. **Can an individual holding a five-year substitute teaching license OR an emergency substitute teaching license with a baccalaureate degree teach in a classroom and meet Preschool-Aged At-Risk program and Kansas Preschool Pilot grant requirements?**
   Yes, for the 2021-2022 school year. In June 2021 the Kansas State Board of Education continues its previously declared time of emergency whereby any person holding a five-year substitute teaching license OR an emergency substitute teaching license with a baccalaureate degree may teach through June 30, 2022.

   Due to the continued effect of the COVID-19 pandemic and the unprecedented reduction in supply of willing, available licensed teachers, Kansas school systems have asked to be provided more flexibility than standard law allows, regarding the use of substitute teachers. Current law allows for the State Board of Education to declare a time of emergency, and the State Board continued its previously declared time of emergency to increase the available number of days a substitute teacher may teach in any one position.
41. In state funded preschool programs, must one of the adults in a classroom be a certified teacher or can a certified teacher from another room plan, write the IEPs and oversee teacher aides and or paraprofessionals? A certified teacher meeting one of the required credentials must be providing the 465 instructional hours required by the program. Support staff can be assigned to the classroom to balance out the ratios, but instruction must be led by an appropriately licensed teacher.

42. Does a para who has graduated high school but has under 48 college hours and hasn't passed a "State-approved assessment that determines an ability to assist in instructing reading, writing, and mathematics; or reading, writing, and mathematics readiness" meet the requirements? Where do we access the state-approved assessment? Assistant teachers and teacher aides must meet the requirements in the “Teacher Requirements” section. A list of state-approved assessments for paraprofessionals is available at https://www.ksde.org/Agency/Division-of-Learning-Services/Early-Childhood-Special-Education-and-Title-Services/Title-Services/Federal-Programs/Title-I-Part-A/Paraprofessional

43. Can an individual teach while working on their elementary teaching license? Or do they have to have it in place before they can teach? What if they hold a valid 7-12 License and are working on the elementary license? Would that be sufficient? A teacher will not meet the requirements to teach in the program until they hold a license that meets the requirements outlined above. For answers to additional questions regarding alternative pathways to teacher licensure, please contact the KSDE Teacher Licensure and Accreditation Team at www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation.

44. Can an individual teach if they have received a waiver from the Kansas State Board of Education or if they are pursuing an alternative pathway to licensure? Programs should think of meeting the requirement “all staff are qualified and hold the licensure as their position dictates” in the same way they think of licensure in grades K-12. Regulations requires LEAs when filling positions for which the state board issues a license, to fill that position with a person who holds a license with an endorsement appropriate for the position/assignment. A preschool teacher who has (1) received a waiver or (2) is pursuing an alternative pathway to licensure that qualifies them to teach, fulfills the requirements of the Preschool-Aged At-Risk program and/or Kansas Preschool Pilot grant. For answers to additional questions regarding alternative pathways to teacher licensure, please
45. **Is it appropriate to send preschool students to specials as part of their day if the specials teacher is not specifically licensed for three- and four-year-olds?**

Districts often hire licensed music teachers to provide the music instruction to all grade levels covered by their license, just as they would hire an art teacher or a PE teacher to provide the instruction in those subject areas. Any teacher completing an approved music/art/physical education program **after July 1, 2003** will have an endorsement that is “all-level”, meaning grades PreK-12. The same is true if they add any of those endorsements to an existing license after July 1, 2003.

Therefore, it is possible that the music/art/PE teacher may be appropriately licensed for Pre-K if they have the all-level endorsement, as it would cover the Pre-K level (3- and 4-year-olds). Elementary and ECU teachers can also teach music/art/PE at the appropriate grade level, as their teacher prep programs include standards for these in addition to the core content areas. Because elementary education has been approved as an appropriate endorsement for teaching preschool, either the elementary education (K-6, K-9) **OR** the ECU (B-K, B-3) licensed teachers are therefore appropriately licensed.

46. **Where can we access the required abuse and neglect training?**

Several options include:
- Kansas Child Care Training Opportunities, Inc. [www.kccto.org](http://www.kccto.org)
- Kansas Children's Service League, [www.kcsl.org](http://www.kcsl.org)
- Also, KSDE has developed an online resource site to assist in providing quality professional development for several required training topics. This site provides access to a list of training resources clustered around three themes – Leadership Training, Prevention and Responsive Culture, and Student Safety and Wellness. Under “Prevention and Responsive Culture” are included resources on **Mandated Reporting** and **Child Sexual Abuse Awareness and Prevention**. Access these resources at [www.ksde.org/Agency/Division-of-Learning-Services/Student-Staff-Training](http://www.ksde.org/Agency/Division-of-Learning-Services/Student-Staff-Training).

47. **Are preschool programs required to be licensed by the Kansas Department of Health and Environment (KDHE)?**

See the Kansas Laws and Regulations for Licensing Preschools and Child Care Centers posted by the Kansas Department of Health and Environment Child Care Licensing Program: [http://www kdheks gov/bcllr/index-html](http://www kdheks gov/bcllr/index.html).

Note that programs must be licensed by KDHE in order to receive funding via the Child
Care Assistance (Child Care Subsidy) program administered by the Kansas Department for Children and Families. This program helps families pay for child care costs.

48. Are there any requirements stating that there will be a bathroom directly in a Preschool-Aged At-Risk classroom?
Grantees must provide a safe and developmentally appropriate environment for all children. KSDE does not set additional requirements concerning facilities beyond what is required for building safety locally.

49. Can the money from Preschool-Aged At-Risk and/or the Kansas Preschool Pilot be used for teacher tuition?
Preschool-Aged At-Risk and Kansas Preschool Pilot program funding can pay for preschool staff salaries and benefits. If teacher tuition is a negotiated fringe benefit it can be paid from preschool funds, just like the rest of the salary.