



# **South Carolina Child Development Education Program**

## **2017-2018**

# **Public School Guidelines**



CDEP Guidelines  
2017-2018

Dear School District Colleague,

The South Carolina General Assembly has approved the current funding and expanded the funding for many of the state's impoverished 4-year-olds to have an opportunity to attend a full day educational program. The funding for the Child Development Education Pilot Program was codified with the approval of the Read to Succeed legislation in June 2014 with passage of Act 284. Therefore, the South Carolina Child Development Education Program, (CDEP) is no longer considered to be a pilot; with the original districts entering their tenth year since implementation since 2006 and the expansion districts of 2013 entering their third year and expansion districts of 2014 entering their second year in 2015-16. The funding will again be expanded in the 2015 -16 school year to include new districts which meet the 70% Poverty Level. (See Appendix for link to Read to Succeed, Act 284, and complete list of CDEP Districts.)

CDEP will continue to be administered in partnership by the South Carolina Department of Education, which oversees participating public-school district programs and South Carolina First Steps for School Readiness, which oversees private and other non-district providers. This partnership helps us in efforts to offer families choices of pre-kindergarten within both school district and eligible non-district settings. CDEP classrooms shall focus on the developmental and learning supports that children must have in order to be ready for school and will incorporate evidence-based practices, ongoing assessment and parenting education.

The Child Development Education Program (*CDEP*) Guidelines outline the requirements, standards and expectations to guide school districts in the implementation of the CDEP program. In 2015-16 there will be some additional requirements as required by legislators. Key program components are listed in the Table of Contents for easy reference.

Additional 4K updates and resource materials will be made available throughout the year at <http://tinyurl.com/CDEP2015>. We invite you to check the site regularly for materials and information you may find helpful and encourage you to contact us if you have any additional questions.

Thank you for the work you do on behalf of South Carolina's young children.

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**CDEP Guidelines**  
**2017-2018**

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## **PURPOSE OF THE PUBLIC SCHOOL CDEP GUIDELINES**

The Child Development Education Program (*CDEP*) Guidelines outline the requirements that will guide school districts in the implementation of the CDEP program. The CDEP Guidelines detail the standards and expectations for the upcoming school year. Key program components are listed in the Table of Contents for easy reference. Questions about CDEP Guidelines may be directed to the South Carolina Department of Education, Office of Early Learning and Literacy 803 734-8251.

### **1.0 Provider Eligibility**

#### **1.1 Residency**

For the school year 2017-18, with funds appropriated by the General Assembly, the South Carolina Child Development Education Program (CDEP) shall first be made available to eligible children from the trial and plaintiff school districts in the *Abbeville County School District et. al. vs. South Carolina 2006* ruling. As of July 2013, CDEP funding was expanded for eligible children residing in school districts which have a poverty index of seventy-five percent or greater. For the school year 2014-2015, CDEP funding was expanded to include school districts with seventy percent or greater. For 2015-16, districts with a poverty level of seventy percent or greater are eligible to participate. (A complete list of all CDEP school districts is included in the Appendix.)

Eligible public schools shall provide full-day 4K services to eligible children living within the participating CDEP districts. The parent(s)/guardian(s) of age and income eligible children must provide documentation of the children's legal residency within the school district. Verification of residency (current tax bills, utility bills, rental agreements, etc.) shall be retained on-site for each child for whom a provider is receiving state funds.

#### **1.2 Legal Operation, Capacity and Regulations**

Eligible schools applying for CDEP funds must:

- Be licensed by the South Carolina Department of Social Services (<http://www.scchildcare.org>)
- Have the capacity to serve at least 10 eligible four-year-old children in a classroom setting (unless granted an exemption of the minimum class size by the oversight agency)
- Have the facility capacity to serve at least one eligible student in a class of at least ten, but no more than 20 four-year-old students
- Comply with all state and local health and safety laws and codes.

### **1.3 Anti-Discrimination Requirements**

Approved CDEP public schools must comply with constitutional provisions and all federal and state laws prohibiting discrimination based on disability or need for special education services (Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and the Individuals with Disabilities Education Act of 1997), race, color, creed or national origin (Title VI of the Civil Rights Act of 1964), gender Title IX of the Educational Amendments of 1972 and Title II of the Vocational Education Amendments of 1976 and religion.

### **1.4 Application Process**

New eligible public-school districts choosing to participate in CDEP are required to submit an application to SCDE. Continuing CDEP districts eligible to expand are required to submit an application to SCDE. Continuing CDEP districts selecting not to expand are not required to submit an annual application. However, district personnel are responsible for informing SCDE of any changes in personnel and for providing up to-date information for the CDEP Tracking Sheet. Providers will be notified if additional documentation will be required. The CDEP Update form, periodically sent via email, should be updated to reflect current information and returned to Penny Danielson at [wburgess@ed.sc.gov](mailto:wburgess@ed.sc.gov).

## **2.0 Child/Family Eligibility**

### **2.1 Age Enrollment Eligibility**

To be eligible a child must be four years of age on or before September 1, 2017, based on acceptable documentation, such as a birth certificate or official document from other countries. Proof-of-age eligibility must be on file no later than the day the child begins CDEP.

### **2.2 Family Income Eligibility**

At the time of enrollment, an annual family income of 185% or less of the federal poverty guidelines as promulgated annually by the U.S. Department of Health and Human Services **or Medicaid eligibility**. Verification must be on file before the child is enrolled. Acceptable forms of verification include the following: (a) completed free and reduced lunch form with verification of family income, or (b) copy of current Medicaid card. Verification of family income may include pay stubs, tax returns, or W-2 forms. (See the Appendix for the *Family Income Eligibility Table*.)

### **2.3 Application Process**

The parent enrolling a child must complete and submit a CDEP application (available in the appendix). The application must be accompanied by a copy of the child's proof of-age eligibility (see 2.1), documentation of the family income eligibility (see 2.2) and immunization documentation (see 3.2). Individual school districts may require additional documentation as deemed necessary.

## 2.4 Children with Special Needs

A child who is **eligible** for CDEP **and** has an IEP identifying 4K as a needed service under the Individuals with Disabilities Education Act (IDEA) shall not be denied access to public school services. The Individualized Education Program (IEP) team develops the child's IEP, determines the appropriate placement and makes all decisions concerning the child's needed special education and related services. **Note: Dual enrollment in public school system preschool disabilities classes and CDEP is acceptable, ensuring that inclusion is a recommended model. The CDEP program priority is to serve economic at-risk children first. Any slots that have not been filled with eligible children may be filled with special education children that do not meet the economic eligibility. The district should work with the district special education department to secure special education funding to cover these students enrolled in a CDEP classroom.**

## 2.5 Age Exceptions

Children are eligible to enroll in CDEP for one year only. A waiver of this requirement may be sought from the South Carolina Department of Education (SCDE) in the rare event that a child is deemed unable to advance to kindergarten for developmental or other reasons. Waiver requests should be accompanied by detailed documentation from the current teacher, parents(s)/guardian(s), and/or medical provider. An Individualized Education Plan (IEP) issued by the child's school district of residence stating that "an additional year of pre-kindergarten is necessary" shall be deemed an acceptable form of evidence to support the waiver.

## 3.0 Enrollment/Disenrollment

### 3.1 Enrollment

Enrollment for CDEP must be open and non-discriminatory. In the event the number of eligible children exceeds the number of spaces available, children will be placed on a waiting list maintained at the school level. Children on the waiting list will be enrolled based on eligible student's educational need (as determined by the Developmental Indicators for the Assessment of Learning—Third Edition (DIAL-3 or DIAL-4 screening) at the time the vacancy occurs. (Waiting List form is in Appendix) Families with children on the waiting list will be notified of other CDEP providers in the area.

If by **October first** of the school year at least seventy-five percent of the total number of eligible CDEP children in a district or county are projected to be enrolled in CDEP, Head Start or ABC Child Care Program as determined by the Department of Education, CDEP providers may then enroll pay-lunch children who score at or below the twenty-fifth national percentile on two of the three DIAL-3 or DIAL-4 subscales and may receive reimbursement for these **children if funds are available. Districts will need to communicate with the Department of Education before enrolling students to verify that funds are available.**

### 3.2 Health Records and Screening

The CDEP school is required to maintain a health record for each child on site. Each record is to include the following information:

- A statement signed by the parent or guardian regarding the child's health prior to admission to the CDEP class (see DSS Form 2900).
- A current copy of the child's immunization record signed by a physician or other health official. This record should indicate that all required immunizations are complete as recommended by the South Carolina Department of Health and Environmental Control (DHEC) or that the appropriate official has provided written proof that the child meets either medical or religious exemption requirements.
- Other health information deemed necessary by the program director and/or by the parent(s)/guardian(s).

If CDEP schools have resources for health screenings available, it is recommended that they should arrange for basic health screenings (vision, hearing, and dental) during the first 90 days of school. Children should be referred to an appropriate health-care provider or the local health department when a health problem is suspected or detected. All health-related referrals shall be noted in the child's health file on site and the results of all screenings should be shared with parent(s)/guardian(s).

### 3.3 Attendance

CDEP is educational in nature, providing **6.5 hours of instructional time, five days a week and 180 days per year.** **All participants are expected to attend regularly and for the full instructional day.** Attendance requirements should be explained and provided in writing to parent(s)/guardian(s) during enrollment and orientation. Classroom attendance shall be recorded daily and maintained on site.

Written absence excuses should be submitted following each absence and maintained on site. Children are allowed a **maximum of ten unexcused absences** per 180-day school year.

Issues regarding children's attendance should first be addressed by the school administrator. The child's parent(s)/guardian(s) should be contacted to determine the reasons for the chronic absenteeism, tardiness or early departure and to identify ways of resolving any underlying factors that might be preventing the child's consistent attendance.

CDEP programs that opt to offer Home Visits at the beginning of the school year may count up to 5 days for Home Visits as attendance days. Additionally, CDEP programs may begin the school year with a staggered attendance to support children's transition into the school setting.

### **3.4 Revocation of Enrollment**

Disenrollment will be considered under extraordinary circumstances and only with thorough documentation of both the circumstances surrounding the request and the school's sustained and active efforts to resolve these issues in partnership with the child's parent(s)/guardian(s). (For more information on disenrollment decisions due to challenging behaviors, refer to Section 5.6 on Discipline.)

A child who enrolls in the program is expected to attend as required by mandatory attendance requirements. A school may request to revoke the enrollment of a child who fails to comply with the attendance requirements if a waiting list of eligible applicants to the program exists.

Developmentally appropriate guidance and behavior management techniques should be utilized at all times. Revocation will be considered when it is determined that a child is causing harm to him/herself or others.

Documentation of both the circumstances surrounding the request for revocation and the provider's sustained and active efforts to resolve these issues in partnership with the child's parent(s)/guardian(s) are required before revocation can occur.

The school administrator shall contact the district Early Childhood/CDEP Coordinator who shall request permission from the SCDE to revoke a student. The request must be presented in writing with appropriate documentation.

### **4.0 Program Requirements**

#### **4.1 Class Size and Adult-to-Child Ratio**

Eligible CDEP schools must maintain a classroom of at least ten children, but not more than twenty children with an adult-to-child ratio not to exceed 1:10. In classrooms of ten children, the 1:10 ratio must be a lead teacher to child ratio. This adult-child ratio must be maintained during the instructional day. Flexibility of this ratio requirement during naptime is allowed by Department of Social Services (DSS). Waivers of the minimum – but not the maximum – class size may be sought from the SCDE.

#### **4.2 General Programmatic Requirements**

CDEP programs must comply with all programmatic, reporting and assessment criteria, to include:

- Adequate training in and adherence to a SCDE approved, research-based preschool curriculum supporting the South Carolina Early Learning Standards for four-year-olds
- Employment of qualified staff (teachers) and the provision of substitute teachers as necessary
- Maintenance of all DSS required staff records

- DSS licensing requirements (See: <http://www.scchildcare.org/library/laws-regulationspolicies/child-care-licensing-policy-manual.aspx>)
- Maintenance (and data entry as required) of DSS and CDEP required individual student records.

CDEP schools shall maintain all program records on site for a period of at least five years. (See Appendix for Listing of CDEP Documentation).

### **4.3 Classroom Environment**

The CDEP school must maintain appropriate classroom space, equipment, materials and supplies. All classrooms will be fully equipped to serve the designated number of children per class. All classrooms will be learning center-based and equipped with materials that promote the child's development across all required domains. (A suggested *Early Learning Materials and Equipment List* will be provided by SCDE).

### **4.4 Outdoor Equipment and Outdoor Time**

All outdoor playground equipment must be age-appropriate and meet approval requirements. The playground and equipment must be accessible to all enrolled children including those with special needs. Classrooms shall provide high-quality indoor and outdoor learning environments that support the chosen curriculum. The outdoor classroom is considered an extension of the learning environment. Both indoor and outdoor environments shall address curricular objectives by encouraging child initiated, teacher-supported, active learning experiences. Teachers shall arrange for children to be outdoors each and every day, weather permitting.

### **4.5 Reporting to Parents**

Providers will be accountable for meeting the educational needs of the child and report at least quarterly to the parent(s)/guardian(s) on his/her progress. (The Quarterly Parent Reporting Documentation Form is located in the Appendix.)

It is highly recommended that an orientation to CDEP (ex: Back to School Night, home visits, etc.) be conducted as the first of these quarterly contacts to complete the Parent Orientation Checklist (available in appendix). The CDEP Parent Handbook or an equivalent document should be provided and reviewed at this time. To use the CDEP Parent Handbook template, see the appendix for online access instructions

Two of the quarterly contacts must include documented parent/teacher conferences during the school year that provide information including student progress on the Readiness Assessment.

A final assessment report on the child's progress must be provided to parents at the end of the school year. This report may be sent home, reviewed during a conference or home visit.

#### **4.6 Parent Education and Involvement**

All CDEP schools must incorporate parenting education that promotes the school readiness of preschool children by strengthening parent involvement with an emphasis on interactive literacy. CDEP schools are strongly encouraged to coordinate with their district parent education program and First Steps County Partnership.

### **5.0 Program Operations**

#### **5.1 Days of Service**

CDEP programs shall operate educational programs for children five days a week, for 180 instructional days.

#### **5.2 Hours of Service**

The educational program shall operate for a minimum of six and one-half (6.5) hours daily which includes outdoor play, rest, and compliance with DSS meal requirements.

#### **5.3 Tuition and Fees**

Eligible students may not be charged an enrollment fee, tuition, or any other fees for any portion of the required instructional day.

Tuition and fees may be charged for extended programming and/or wrap around care above and beyond the 6.5-hour instructional day. Participation may not be contingent upon enrollment in institution based services.

#### **5.4 Transportation**

Public school transportation services will be provided by the district. If transportation is offered, eligible students living within established provider routes must be afforded an equal opportunity to receive this service. CDEP schools shall not be responsible for the transportation of any student living outside their resident attendance zone.

#### **5.5 Rest Time**

Opportunity for a brief rest time shall be incorporated into each instructional day. Rest time may not exceed one hour per day, except, in rare cases, to address the specific individual needs of children. Children unable to sleep during the rest period should be allowed to read or participate in another quiet activity. Teachers may use this time with non-sleepers for individual or small group instruction. During rest/quiet period the

staff/child ratio is considered in compliance as long as one staff is in the classroom with children while resting and is visually supervising all children; and at least one other staff person is readily available.

## **5.6 Discipline / Policy on Disenrollment**

Providers shall make use of developmentally appropriate guidance techniques and may not allow the use of corporal punishment or severe discipline. Corporal punishment is the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to: spanking, slapping, biting, and shaking. Severe discipline includes shouting, withholding of food, and/or isolation or confinement for longer periods of time.

Staff members to include CDEP teachers and the site CDEP director, and parent(s)/guardian(s) are required to sign and date a discipline policy statement as required by the Department of Social Services (DSS). The signed disciplinary policies shall be maintained on file.

**Regarding Practice of Suspension / Expulsion due to Discipline Problems:** As of 2015 -16, the SCDE Office of Early Learning has adopted the recommendations of the Administration of Children and Families regarding the practice of suspension or expulsion of preschool students. These recommendations are to avoid these practices. Recent data indicate that expulsions and suspensions regularly occur too often in preschool settings. This is a problematic issue given the well-established research indicating that these practices can influence a number of adverse outcomes across development, health, and education. In addition, stark racial and gender disparities exist in these practices, with young boys of color being suspended and expelled at much higher rates than other children in early learning programs. The Administration for Children and Families provides links to a number of free, publicly available resources to aid states in their efforts to prevent, limit and ultimately eliminate expulsion and suspension practices in early learning settings at <http://www.acf.hhs.gov/programs/ecd/child-health-development/reducing-suspensionand-expulsion-practices>.

CDEP Directors are required to consult with the Office of Early Learning in any instances that there is a CDEP child with severe challenging behaviors to discuss intervention options.

## **6.0 Personnel and Training**

### **6.1 Classroom Staffing**

Each classroom of eleven or more students is required to be staffed at all times by a lead teacher and an instructional assistant. Classrooms enrolling ten students (the program's minimum class size) may elect to employ a single lead teacher. All classroom staff personnel (including substitutes) must meet all DSS approval requirements.

## 6.2 Lead Teacher Qualifications

Public school classrooms shall be staffed by lead teachers meeting the definition of “highly qualified” under No Child Left Behind (NCLB). The ESEA flexibility maintains the basic highly qualified teacher requirements included in section 1119 of the ESEA.

Additionally, the requirement in ESEA section 1111(b)(8)(C) is to ensure that poor and minority children are not taught at higher rates than other children by inexperienced, unqualified, or out-of-field teachers. **Teachers of CDEP classroom are required to be certified in early childhood education and experienced in teaching young children.**

Programs electing to use Montessori as their curriculum model must have a Montessori credentialed lead teacher. This credential should come from one of the following teacher education program affiliations: American Montessori Society (AMS), Association Montessori International (AMI), Montessori Education Programs International (MEPI) or other Montessori teacher education programs accredited by Montessori Accreditation Council of Teacher Education (MACTE).

## 6.3 Instructional Assistant Qualifications

Public school classrooms shall be staffed by instructional assistants meeting the definition of “highly qualified” under No Child Left Behind (NCLB) which requires the **minimum of a high school diploma or the equivalent**. In addition, instructional assistants shall have the minimum **two years of experience** working with children under five years old and must successfully complete or enroll in the Early Childhood Development Credential (ECD101) within twelve months of hire. There are TEACH scholarships available for assistant teachers to enroll in this course at most of the technical colleges across the state.

The CDEP site director may request a waiver request in writing to the SCDE in the following instances:

- To request additional time for the assistant teacher to meet the ECD 101 requirement. A temporary waiver may be granted to those with extenuating circumstances that would prevent them from meeting the ‘within twelve months from hire’ deadline.
- To request the approval of comparable college coursework in early childhood coursework completed within the past five years to substitute for ECD 101.

## 6.4 Substitute Teachers

A substitute teacher and/or substitute teaching assistant is required to be present and working in the CDEP classroom for each day that a teacher and/or instructional assistant is absent. DSS licensing requires that CDEP schools will secure a substitute who meets DSS approval requirements.

## 6.5 Professional Development

Teachers and instructional assistants participating in CDEP are required to attend at least fifteen hours of approved professional development annually, to include:

CCCCD approved training in the following areas:

- A minimum of **5 hours of growth and development**
- A minimum of **5 hours of curriculum**
- **5 hours in other early childhood areas**, which may include the following areas: safety, health, nutrition, guidance, or professional development, and must include blood-borne pathogen training as required by OSHA.

CDEP directors must complete twenty hours of approved professional development annually in the following areas:

- A minimum of 5 hours related to Program Administration
- A minimum of 5 hours of Child Growth & Development, Early Childhood Education, and/or Health and Safety
- 10 hours in other Early Childhood Areas- remaining hours from the following areas: Guidance, Curriculum Activities, Nutrition, or Professional Development, and must include blood-borne pathogen training as required by OSHA

Additional topics required by CDEP legislation include:

- Topics related to teaching children from poverty
- Strategies and techniques to address the age-appropriate progress of emergent literacy (oral communication, knowledge of print and letters, phonemic and phonological awareness, vocabulary and comprehension development)

**All** required professional development training hours **must** be approved through the South Carolina Center for Child Care Career Development (CCCCD).

Documentation of each staff member's professional development hours is to be maintained on-site and is subject to monitoring by the SCDE. All staff members are responsible for adhering to the South Carolina Department of Social Services (DSS) annual training requirements. For information on required training topics, minimum hours per required topic, and how to obtain an individual transcript, access

<http://www.sc-cccd.net> or call 1-866-845-1555 for more information.

SCDE will offer professional development sessions on as state funds allow and CDEP programs will be informed via email of upcoming training. Schools/districts are encouraged to consolidate and coordinate professional development activities across regional and district boundaries to reduce costs.

## 7.0 Curriculum

### 7.1 Approved Curricula

Each approved CDEP school shall offer a complete educational program in accordance with age-appropriate instructional practices and a research-based preschool curriculum aligned with school success.

The approved research-based curricula for the 2017-2018 school year are:

- Creative Curriculum
- High Scope
- Montessori
- Opening the World of Learning (OWL) (2005 Edition)

CDEP programs are required to provide professional development for all teachers in the curricula which is selected. SCDE will provide professional development in Creative Curriculum and Opening the World of Learning if funds are available.

## 8.0 Assessment

### 8.1 Instructional Assessments

**Readiness Assessment:** In 2015-16 legislation requires that all 4K and 5K students be assessed with a readiness assessment. For this school year, the assessment is to be an approved language / literacy assessment to be administered within the first 45 days of enrollment and again the last 45 days of school. Districts are to select one of the three SCDE approved assessments in literacy: myIGDIs, PALS-PreK, or Teaching Strategies GOLD.

Professional development will be available on the administration of each of the Readiness Assessments beginning the summer of 2015.

Additionally, CDEP teachers are required to conduct ongoing assessments to gather information about each child's growth and skill development across domains, as well as to inform instruction. CDEP Districts which are already using one of the approved assessments across other domains may continue to use the assessment in 2017-18. The following instruments meet this requirement of assessing the whole child:

- Work Sampling System (WSS) (On-line or paper assessment forms)
- Creative Curriculum Developmental Continuum, Ages 3-5
- GOLD, by Teaching Strategies
- High Scope Preschool Child Observation Record (COR) (second edition)
- Montessori assessment (only approved for Montessori classrooms)

\*\*\* CDEP Districts which have not yet selected one of the approved assessments for all domains in the list above have the option to delay their selection since legislation will add

assessment domains in 2016-17, and those assessments have not yet been determined. In this case, the requirements for 2017-2018 will be the following:

- 1) To administer the selected Readiness Assessment in language and literacy
- 2) To maintain portfolio assessment documentation on each child across domains as outlined in section 8.2 below.
- 3) To use a developmental checklist or progress report to document the progress in all developmental domains for each child. Assistance with obtaining sample checklists or progress reports will be provided by SCDE upon request.

## **8.2 Documentation**

Teachers will observe student performance in all developmental domains. Documentation of child assessment data is required. Portfolios for each child must be maintained and shared with parents during conferences. Documentation from the assessment will be sent home three times per year, at regular intervals as determined by the district (At approximately, the 60th day of school, the 120th day, and at the end of the school year.)

Portfolios and child assessment data should be passed on to the child's 5K teacher at the end of the school year.

### **In regards to Child Assessments, SCDE will require the following documentation for the school year 2017-2018:**

Assessment documentation on each student is to be maintained on-site by each CDEP teacher, to include the following:

- Student portfolios
- Teacher's observation / anecdotal records
- Child assessment data from one of the approved Readiness Assessments, (this assessment should be completed during the first 45 days of the school year, and during the last 45 days of the school year. The dates for these windows will be provided by SCDE).

The above documentation may be subject to review by SCDE monitoring staff during onsite visits.

## **9.0 Technical Assistance**

The SCDE CDEP staff will provide technical assistance to CDEP district coordinators, directors and teachers upon request through email, phone correspondence and requisite onsite visits. Please submit requests for technical assistance to Wendy Burgess [wburgess@ed.sc.gov](mailto:wburgess@ed.sc.gov). Requests for onsite technical assistance visits will require the completion of a *Request for Onsite Technical Assistance Form* (in Appendix).

Additional support to CDEP teachers and administrators will be given in the form of 4K professional development sessions offering DSS credit through the Center for Child

Care Career Development (CCCCD). The schedule and location of the professional development will be available.

## **10.0 Funding and Financial Requirements**

### **10.1 Per Student Funding**

CDEP schools shall receive the designated amount of funds per eligible student served during the 2017-2018 school year. Students enrolled for less than 180 school days will be funded on a pro-rated basis commensurate with the length of their enrollment.

### **10.2 Equipment and Materials**

New CDEP Expansion schools will be funded up to \$10,000.00 per classroom for supplies and materials. CDEP classrooms enrolling between one and six eligible children shall be eligible to receive up to \$1,000 per child in materials and equipment funding, with classrooms enrolling seven or more such children eligible for funds not to exceed \$10,000.

Continuing CDEP districts are highly encouraged to use any carryover funds from the previous year into the current school year for supplies and materials. Additional funding of up to \$1,000.00 per classroom for materials and supplies may be applied for in Fall of 2017, and will be approved based on availability of funding.

### **10.3 Transportation Funds**

Transportation funds are no longer available from SCDE.

### **10.4 Fiscal Procedures**

**Funding to providers is contingent upon receipt of data as requested by the Department of Education.**

Public school districts shall be funded directly by the South Carolina Department of Education. School districts are asked to please note:

- Student counts will be updated at the 45<sup>th</sup> and 135<sup>th</sup> school day and funding will be reallocated accordingly (QDC 1 and QDC 3)
- Spending guidelines are available in the SCDE *Funding Manual*.
- Schools participating in the CDEP program will no longer receive EIA Early Childhood funding.
- The revenue fund is 3134 and sub fund is 924 for 2014 CDEP expansion programs.
- The revenue fund is 3541 and sub fund is 341 for continuing 2006 CDEP programs.

## 10.5 Additional Public-School Data Collection Requirements

**Funding to providers is contingent upon receipt of data as requested by the Department of Education.**

### **PROFESSIONAL CERTIFIED STAFF (PCS) SYSTEM**

- Teachers for CDEP must be recorded in position code 04-Pre-kindergarten (Child Development).
- Instructional Assistants must be recorded in position code 91-Child Development Aide.

### **PowerSchool**

- Data must be completely entered by the 45<sup>th</sup> day of school and updated by the 90<sup>th</sup>, 135<sup>th</sup>, and 180<sup>th</sup> days. **Incomplete data may result in the loss of CDEP funds.**
- A separate document will be available for those fields required for student reporting purposes.

## **APPENDICES**

- LIST OF ELIGIBLE SCHOOL DISTRICTS
- CDEP APPLICATION FOR SCHOOL DISTRICTS
- 2017 FAMILY INCOME ELIGIBILITY TABLE
- CDEP APPLICATION (child)
- WAITING LIST PRIORITY FORM
- LISTING OF CDEP DOCUMENTATION
- QUARTERLY PARENT REPORTING DOCUMENTATION FORM
- CDEP PARENT/FAMILY ORIENTATION CHECKLIST □ 2015–2016
- PROFESSIONAL DEVELOPMENT PLAN
- ONSITE TECHNICAL ASSISTANCE REQUEST FORM

### **AVAILABLE ON THE SCDE WEBSITE: Legislation for CDEP**

- ACT 284 <http://ed.sc.gov/agency/ie/School-Transformation/Read-toSucceed/documents/Act284ReadtoSucceedJune112014.pdf>

### **CDEP Website: <http://ed.sc.gov/agency/programs-services/64/>**

- CDEP PARENT HANDBOOK TEMPLATE 2017-2018
- CDEP GUIDELINES 2017-2018
- READINESS ASSESSMENT GUIDANCE
- EARLY LEARNING MATERIALS AND EQUIPMENT LIST

*List of 2016 CDEP Districts (34 districts from Abbeville Inequity Case Participating in 2015)*

1. Abbeville
2. Allendale
3. Bamberg 1
4. Bamberg 2
5. Barnwell 19
6. Barnwell 29 (Williston)
7. Barnwell 45 (selected not to participate until 2015-16)
8. Berkeley
9. Chesterfield
10. Clarendon 1
11. Clarendon 2
12. Clarendon 3
13. Dillon 3
14. Dillon 4
15. Florence 1 16. Florence 2 17. Florence 3 18. Florence 4
19. Florence 5
20. Hampton 1
21. Hampton 2
22. Jasper
23. Laurens 55
24. Laurens 56
25. Lee
26. Lexington 4
27. Marion
28. Marlboro
29. McCormick
30. Orangeburg 3 31. Orangeburg 4
32. Orangeburg 5 33. Saluda
34. Williamsburg

***List of 2013 Eligible District for CDEP Expansion***

**17 School Districts Eligible for Expansion (listed by poverty level)**

Fairfield  
Calhoun  
Colleton  
Dorchester 4  
Darlington 1  
Greenwood 51  
Sumter  
Richland 1  
Chester  
Union (selected not to participate)  
Anderson 3 (delayed participation until 2014)  
Cherokee  
Spartanburg 7  
Lexington 3  
Lexington 2 (delayed participation until 2014)  
Newberry  
Georgetown

***List of 2014 Eligible Districts for CDEP Expansion***

Aiken  
Edgefield  
Greenwood 50  
Greenwood52 (delayed participation until 2015)  
Horry (selected not to participate)  
Oconee  
Spartanburg 3  
Spartanburg 4  
Spartanburg 6  
York 1

***List of 2015 Eligible Districts for CDEP Expansion***

Anderson 2  
Anderson 5  
Kershaw (selected not to participate)  
  
Barnwell 45 (eligible since 2006, to participate 2015)  
Greenwood 52 (eligible since 2014, to participate 2015)

**Family Income Eligibility Table  
2017-2018**

Students eligible for the South Carolina Child Development Education Program (CDEP) must provide evidence of either Medicaid eligibility or a documented family income at or below 185% of the Federal Poverty definition promulgated annually by the US Department of Health and Human Services.

Persons in Family or Household	100% of Federal Poverty	CDEP ELIGIBILITY
		185% of Federal Poverty (Free and Reduced Lunch Eligibility)
2	\$16,240	\$30,044
3	\$20,420	\$37,777
4	\$24,600	\$45,510
5	\$28,780	\$53,243
6	\$32,960	\$60,976
7	\$37,140	\$68,709
8	\$41,320	\$76,442

Adapted from the 2017 US Department of Health and Human Services Poverty Guidelines (*Federal Register*: January 22, 2017 (Document Citation 80 FR 3236) Pages 3236 -3237 Document Number:2015-01120 URL: <https://federalregister.gov/a/2015-01120>)

**South Carolina Child Development Program (CDEP)  
4-K Registration Form  
2017-2018 School Year**

CDEP     Half Day Non-CDEP     Full Day Non-CDEP

<b>SCHOOL and DISTRICT</b>		
School:	School District:	
<b>CHILD</b>		
Last Name:	First Name:	Middle Name:
Check if Applicable: <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V <input type="checkbox"/> Jr. <input type="checkbox"/> Sr.		
Date of Birth ( <i>mm/dd/yy</i> ): __/__/__    Social Security number ( <i>Preferred but optional</i> ): ____-____-____		
Sex: <input type="checkbox"/> M <input type="checkbox"/> F    Did your child weigh less than 5.5 lbs. at birth? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Federal Race/Ethnicity: Is the student Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No    What is the student's race?		
<input type="checkbox"/> American Indian <input type="checkbox"/> Black <input type="checkbox"/> Hawaiian-Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> No response		
Street Address:		
City:		
County:	Home Phone:	South Carolina Zip Code:
Mailing Address if Different:		
City:	County:	South Carolina Zip Code:
<b>PARENTS/GUARDIANS</b>		
Mother's Last name:	First Name:	Middle Initial:
<i>If different from child's information:</i>		
Street Address:		
City:	County:	South Carolina Zip Code:
Home Phone:	Cell Phone:	
Place of Employment:	Daytime Phone:	
Mother's Education ( <i>highest level</i> ) <input type="checkbox"/> No H.S. Diploma <input type="checkbox"/> GED <input type="checkbox"/> H.S. Diploma <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Ph. D		
Father's Last Name:	First Name:	Middle Initial:
<i>If different from child's information:</i>		
Street Address:		
City:	County:	South Carolina Zip Code:
Home Phone:	Cell Phone:	
Place of Employment:	Daytime Phone:	
Father's Education ( <i>highest level</i> ) <input type="checkbox"/> No H.S. Diploma <input type="checkbox"/> GED <input type="checkbox"/> H.S. Diploma <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Ph. D		
<b>EMERGENCY CONTACT INFORMATION</b>		

Primary Contact Name: Cell Phone:

Daytime Street Address: Daytime Phone:

City: State: South Carolina Zip Code:

Second Contact Name: Cell Phone:

Daytime Street Address: Daytime Phone:

City: State: South Carolina Zip Code:

### CHILD'S BASIC CARE

Child's living arrangements:  both parents  mother  father  other \_\_\_\_\_

Child's legal guardian:  both parents  mother  father  other(specify) \_\_\_\_\_

Last year my child attended a child care center. (*Name of Center:* \_\_\_\_\_ )

Last year my child attended a Head Start center. (*Name of Center:* \_\_\_\_\_ )

Last year my child attended a home day-care facility. (*Name of Facility:* \_\_\_\_\_ )

Last year my child was at home with a family member.

Last year my child was at home with a non-family member.

### CHILD'S PRIMARY HEALTH SOURCE

My child receives regular medical care from:  C=Free Health Clinic (Free Health Dept.)

E=Emergency Room  F=Family Doctor  O=Other

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### FAMILY/HOME INFORMATION

Income Range of Family:

\$0-\$10,000  \$10,001-\$20,000  \$20,001-\$30,000  \$30,001-\$40,000

\$40,001-\$50,000  \$50,001-\$60,000  \$60,000 and above

### LANGUAGE BACKGROUND

What is the child's English proficiency?  English speaking  Very little English  No English

What is the child's primary language? \_\_\_\_\_

If non English speaking, what language did the child first learn? \_\_\_\_\_

What language is primarily spoken in the home? \_\_\_\_\_

### FAMILY LITERACY SERVICE

Who in your family has participated in a school district Family Literacy Program such as adult literacy, adult education (GED, High School Diploma, ESL), parent education, child development, or parent and adult/child interactive literacy?

Both Parents  Mother  Father  Guardian  No One

Did your child ever participate in school district Family Literacy Services?  Yes  No

If, Yes, Check how long?  Under 1 Year  1-2 Years  2-3 Years  3-4 Years

### CHILD'S SPECIAL NEEDS

List any long-term health concerns, illnesses, and/or allergies: \_\_\_\_\_

List any medication(s) prescribed for continuous long-term use: \_\_\_\_\_

List any special accommodation(s) that may be required to meet my child's needs most effectively while he or she is at the school: \_\_\_\_\_

Student's Disability Status:  None  Emotional  Learning  Speech  Physical  Other

Does your child have an Individual Education Plan (IEP)?  Yes  No

How do you anticipate your child will get to and from school?  School Bus  Car  Child Care or Day Care Transportation  Walk

**Below is for District/State Use Only**

ALL CHILDREN PARTICIPATING IN A CDEP CLASSROOM MUST BE CODED WITH A CDEP PROGRAM SERVICE CODE

Early Childhood Placement:  3 yr Class  4 yr Class  5 yr Class  Multi-Age Classroom Student Identification Number:

Program Entry Date: \_\_\_\_\_ Program Exit Date: \_\_\_\_\_ Reason for exit: \_\_\_\_\_

**Income Verification Method** ( Medicaid,  Free or Reduced Lunch,  W2 forms,  Pay Stubs, **Other Income Verification Documented**): \_\_\_\_\_

**Meals: Free or Reduced Lunch**  Yes  No  N/A if District enrolled in Community Lunch Program

Classroom Type:

- DSF** District / School Based Full-Day
- DSH** District / School Based Half-Day
- HSF** Head Start Full-Day
- HSH** Head Start Half-Day
- OH** Other Half-Day

Was child served by Head Start any time from birth to age 4?  Yes  No

**First Steps Funded 4K:**  No  Partial FS Funding  Yes, full FS Funding

DIAL 3 or 4: (Indicate which) \_\_\_\_ Screening Date: \_\_\_\_\_

Scores: Language: \_\_\_\_\_ Concepts: \_\_\_\_\_ Motor: \_\_\_\_\_ Self-Help: \_\_\_\_\_ Social: \_\_\_\_\_

**Classroom Curriculum:**  High Scope  Montessori  Creative Curriculum  Opening the World of Learning  Other \_\_\_\_\_

**Medicaid:**  Yes  No Medicaid number \_\_\_\_\_ Medicaid Active  Yes  No

\* Copy of Medicaid Card attached

**Migrant/Immigrant:**  Yes  No Birth County: \_\_\_\_\_

**State Id #:** \_\_\_\_\_

**SC Child Development Education Project**

**PARENT/GUARDIAN VERIFICATION AND CONSENT**

I verify that the information I have provided on this registration form is true and accurate. I hereby grant permission for this information to be distributed to the Child Development Education Program (CDEP) and other state agencies, which include, but are not limited to, the South Carolina Education Oversight Committee (EOC).

I understand that my completion of this form does not guarantee the placement of my child in a South Carolina Child Development Education Program. If my child is placed in the Child Development Education Program, I agree that he or she will attend the class for 6.5 hours each day, five days a week, for the 180-day school year. I understand that my child’s failure to meet this attendance requirement could result in his or her being dropped from the program. I further understand that I cannot register my child in the program without the appropriate documentation of his or her age and eligibility, and I have therefore attached to this registration form a copy of the necessary documentation.

I understand that information about my child, \_\_\_\_\_, and about the school will be used in a comprehensive, multiyear longitudinal research and evaluation project to determine the relationship between the student and school data and student success in school. The evaluation may include individual child assessment during a child’s 4-year-old pre-kindergarten and 5-year-old kindergarten and other basic non-identifying educational information. All data collected are subject to the provisions of the Family Educational Rights and Privacy Act (FERPA) as well as South Carolina statutes and regulations protecting individual privacy and confidentially. Analyses of the data collected will be conducted only by individuals approved by the EOC. Individual student names will not be used.

\_\_\_\_\_

\_\_\_\_\_

Signature of parent/guardian

Date

**PHOTOGRAPH/VIDEOTAPE RELEASE**

The CDEP will occasionally take photographs and makes videotapes of children in the program. Such photographs and/or videotapes may appear in printed materials such as brochures, in teacher training videos, and on the South Carolina Department of Education’s Web site.

Please put a checkmark in one of the following boxes:

- I authorize the reproduction of any photographs, videos, or slides of my child or their work for use by the SCDE and / or CDEP.
- I do not authorize the reproduction of any photographs, videos, or slides of my child or their work for use by the SCDE and / or CDEP.

\_\_\_\_\_

\_\_\_\_\_

Signature of parent/guardian

Date



## Listing of Documentation Needed for CDEP

Please consult your district CDEP director and/or DSS licensing monitor for specific information needed for your program.

**Student** documentation includes:

Proof of eligibility for: \_ Residence

\_ Age (P)

\_ Income or Medicaid

\_ CDEP Application Form

\_ DHEC Immunization Form (P)

\_ DSS Form #2900

\_ DIAL3 or DIAL-4 Parent Questionnaire

\_ DIAL3 or DIAL-4 scores (P)

\_ CDEP Parent/Family Orientation Checklist, with signatures

\_ Quarterly Parent Reporting Documentation Form

\_ Assessment information from district selected assessment and Date completed (P) \_

Discipline Policy, signed/dated

Other items you may have:

\_ District forms or other items \_\_\_\_\_.

\_\_\_\_\_

\_ Parent/teacher Agreement (last page of CDEP Parent handbook)

P= to be placed in permanent record at year's end

Other items should be kept for five years by the school/teacher.

DSS Information and forms available at <http://childcare.sc.gov/main/>

Consult your local DSS licensing office for specific information. **Staff**

file documentation includes: Background check:

\_ DSS form #2924 – Central Registry Check, returned “clear”

\_ SLED and FBI “clear” review (after submitting fingerprint card, and DSS form #2647)

\_ Statement of Compliance, DSS form #2925, notarized.

Basic Information:

\_ Name, position, date of birth, hours/days employed

\_ Signed discipline policy

Experience and training information:

\_ Education and experience documentation- refer to DSS regulations for info. \_

Required annual training documentation – print out [www.sc-cccd.net](http://www.sc-cccd.net) transcript \_

Current CPR/First Aid certification, as necessary.

Medical information:

\_ Medical statement DSS form #2901, expires every 4 years.

\_ TB test results, stating free of TB

\_ Health assessment DSS form #2926, expires every 4 years

\*DSS form #2964 (staff/caregiver info) and DSS form #2963 (list of children) are forms an onsite director will need to have filled out and on hand.

**CDEP Quarterly Parent/Family  
Documentation Form**

Schools are to report at least quarterly to the parent(s)/guardian(s) on his/her child's progress.

It is highly recommended that an orientation to CDEP (ex: Back to School Night, home visits, etc.) be conducted as the first of these quarterly contacts to complete the Parent Orientation Checklist.

1. First Parent/Family contact: Date: \_\_\_\_\_

Type of contact: \_\_\_\_\_

Comments/Notes: \_\_\_\_\_

**Two** of the quarterly contacts must include **documented parent-teacher conferences** during the school year that provide information including student progress as recorded on the assessment instrument. Conferences may occur in school or as a home visit. Please sign below to document that each Parent-Teacher Conference was held.

2. Parent Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Date of Conference: \_\_\_\_\_

Comments: \_\_\_\_\_

3. Parent Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Date of Conference: \_\_\_\_\_

Comments: \_\_\_\_\_

4. The final child assessment report must be provided at the end of the school year. This report may be sent home, reviewed at a conference or home visit.

Final Assessment or Summary Report: Date: \_\_\_\_\_

**Child Development  
Education Program  
2017-2018 School Year**

\_\_\_\_\_  
(Insert School Name Here)

**Parent/Family Orientation Checklist**

**Child's Name** \_\_\_\_\_  
**Location of Orientation** \_\_\_\_\_

	<b>Check When Reviewed</b>
<b>Parent Handbook</b>	
<b>CDEP Eligibility/Enrollment Requirements and Process</b>	
<b>Attendance Policy</b>	
<b>Classroom Hours of Operation</b>	
<b>School Calendar</b>	
<b>Tuition, Extended Care/Wrap Around Care Options</b>	
<b>Transportation</b>	
<b>Classroom Daily Schedule</b>	
<b>Confidentiality</b>	
<b>Discipline/Guidance Policy</b>	
<b>Curriculum</b>	
<b>Assessing Student Learning –</b>	
<b>Health Records</b>	
<b>District/School Health Policies</b>	
<b>Reporting of Abuse or Neglect</b>	
<b>Parent/Family Workshops</b>	
<b>Parent-Teacher Conferences</b>	
<b>Communication</b>	
<b>Classroom Visits</b>	
<b>Parent-Teacher Agreement</b>	
<b>Tour of school/classroom</b>	

**Parent/Family Member's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Teacher's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



\*Examples are curriculum training, SCDE PreK Literacy sessions, conference, etc. If conference, list conference name.

By October 1, 2017 professional development plans must be submitted for approval to:

Wendy Burgess, Interim Director  
South Carolina Department of Education  
1429 Senate Street, 901-A  
Columbia, SC 29201  
803-734-8251 phone  
[wburgess@ed.sc.gov](mailto:wburgess@ed.sc.gov)





For Office use only

Date received \_\_\_\_\_ Assigned to \_\_\_\_\_

2017-2018 School Year

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