



*Request for Proposal for the  
Pre-Kindergarten Program*

*Due June 1, 2026*

**All completed Pre-kindergarten proposals MUST be returned to the Peru Central School District Office NO LATER than 3:00 p.m., June 1, 2026**

The District requests that each proposal include the page that lists all projected costs.

All **RFPs** submitted by the deadline date will be reviewed by the district and compared to all other proposal submissions. The district reserves the right to award services based on the proposal(s) that best meets District needs.

The district will announce awards on or before June 15, 2026.

Thank you for your interest in the Peru Central School District UPK Program. If you have questions regarding the preparation of your agency's application, please contact Sara Simon-Shult, Program Coordinator, at 518-643-6102.

Please review the attached information and submit the application as follows:

Return application to: Peru Central School District  
Attention: Sara Simon-Shult  
17 School Street  
Peru, NY 12972

*Peru Central School District Aligned with New York State Office of Early Learning Guidelines*

## **SECTION 1: OVERVIEW**

### **1.1 Purpose**

Peru Central School District is seeking proposals from qualified vendors to design, implement, and support a high-quality Pre-Kindergarten program aligned with the New York State Office of Early Learning (NYS OEL) guidelines. This program will serve children who will be **four years old by December 1st** who reside within the Peru Central School District boundaries.

### **1.2 Program Goals**

- Provide a developmentally appropriate early childhood education experience
- Foster social-emotional, cognitive, language, and physical development
- Prepare children for successful transition to kindergarten
- Implement curriculum aligned with the NYS Prekindergarten Learning Standards
- Engage families as partners in their children's education
- Support diverse learners and promote equity in early childhood education
- Strengthen community connections within the Peru community

### **1.3 Background**

Peru Central School District serves approximately 1,900 students in Clinton County, New York, with a mission to provide quality educational opportunities that help all students reach their potential in a safe and nurturing environment. The district is committed to expanding access to high-quality early childhood education through this Pre-K initiative, which aligns with New York State's commitment to universal Pre-K access.

The district currently serves 72 Prekindergarten students and is looking to outside CBO's to help meet the required 10% as outlined in the grant.

## **SECTION 2: PROGRAM REQUIREMENTS**

### **2.1 Curriculum and Learning Environment**

Proposals must address how the program will:

1. Implement a research-based curriculum aligned with the NYS Prekindergarten Learning Standards that addresses all domains:
  - Approaches to Learning
  - Physical Development and Health
  - Social and Emotional Development
  - Communication, Language, and Literacy
  - Cognition and Knowledge of the World (Mathematics, Science, Social Studies, The Arts)
2. Create learning environments that:
  - Are safe, welcoming, and developmentally appropriate
  - Include clearly defined interest areas that promote exploration and discovery
  - Provide a balance of individual, small group, and whole group activities
  - Incorporate both indoor and outdoor learning spaces
  - Reflect and celebrate the diversity of Peru Central School District families
  - Connect to the rural and small-town character of the Peru community
3. Implement a schedule that:
  - Offers a minimum of 5 hours of instruction per day, 5 days per week, 180 days per year
  - Aligns with Peru Elementary School's schedule to facilitate family transportation and logistics
  - Balances teacher-directed and child-initiated activities
  - Includes adequate time for transitions, meals, rest, and outdoor play

### **2.2 Staffing Requirements**

Proposals must include a staffing plan that meets the following requirements:

1. Each classroom must be staffed with:
  - A lead teacher with NYS teaching certification in Early Childhood Education (Birth-Grade 2) or working toward certification under an approved study plan
  - A teaching assistant or aide meeting NYS qualifications

- Adult-to-child ratio of at least 1:9 with maximum class size of 18 students (teacher and aide). A classroom can have 19-20 students with an additional adult added.
- 2. Staff professional development plan including:
  - Ongoing training in early childhood education best practices
  - Professional learning communities focused on curriculum implementation
  - Training on developmentally appropriate assessment strategies
  - Cultural competency and family engagement training
  - Opportunities for collaboration with Peru Elementary School K-2 teachers to support alignment and successful transitions

### **2.3 Assessment and Monitoring**

Proposals must outline assessment strategies that:

1. Implement authentic assessment practices aligned with NYS Pre-K Assessment Guidelines, including:
  - Observation-based assessment tools
  - Documentation of children's work and progress
  - Developmentally appropriate assessment methods
2. Use assessment data to:
  - Inform instructional planning
  - Identify children who may need additional support
  - Communicate progress to families
  - Evaluate program effectiveness
  - Support successful transition to Peru Elementary School kindergarten program
3. Establish systems for ongoing program monitoring and continuous improvement

### **2.4 Family Engagement**

Proposals must detail strategies for family engagement, including:

1. Regular two-way communication between home and school
2. Family orientation and educational workshops
3. Regular family-teacher conferences (minimum twice yearly)
4. Opportunities for families to volunteer and participate in classroom activities
5. Resources and referrals to support family needs specific to the Peru community
6. Translation services as needed to support linguistic diversity
7. Coordination with existing Peru Central School District family engagement initiatives
8. Community connections that introduce children to Peru's local resources, businesses, and natural environment

## **2.5 Support for Diverse Learners**

Proposals must describe approaches to supporting all learners, including:

1. Strategies for supporting children with disabilities
2. Multilingual learner supports aligned with NYS guidance
3. Culturally responsive teaching practices
4. Coordination with Clinton County Committee on Preschool Special Education (CPSE)
5. Implementation of accommodations and modifications as needed
6. Support for children from economically diverse backgrounds
7. Consideration of the unique needs of children in rural and small-town settings

## **SECTION 3: PROPOSAL REQUIREMENTS**

### **3.1 Organization Information**

- Legal name, address, and contact information
- Organization structure and leadership
- Experience providing early childhood education services
- Experience working in rural and small-town communities
- Evidence of financial stability
- References from similar contracts

### **3.2 Program Design**

- Detailed curriculum plan aligned with NYS standards
- Sample daily and weekly schedules
- Classroom design and materials plan
- Staffing model and qualifications
- Professional development plan
- Assessment approach and tools
- Family engagement strategies
- Plan for coordination with Peru Elementary School

### **3.3 Implementation Timeline**

- Planning and preparation phases
- Staff recruitment and training
- Classroom setup
- Family recruitment and enrollment
- Program launch and ongoing implementation

### **3.4 Budget and Financial Information**

- Detailed program budget including:
  - Personnel costs (salaries and benefits)
  - Educational materials and supplies
  - Professional development expenses
  - Administrative costs
  - Family engagement activities
  - Evaluation and assessment costs
- Cost per child
- Budget narrative explaining all costs
- Sustainability plan beyond initial funding period

### **3.5 Evaluation Plan**

- Methods for monitoring program quality
- Tools for measuring child outcomes
- Approach to continuous quality improvement
- Reporting mechanisms for stakeholders
- Plan for tracking kindergarten readiness and long-term success

## **SECTION 4: SUBMISSION GUIDELINES**

### **4.1 Format Requirements**

- Proposals should be submitted in both print (3 copies) and electronic format (PDF)
- Maximum 30 pages (excluding appendices)
- 12-point font, 1-inch margins, double-spaced
- Clearly labeled sections following the outline of this RFP

### **4.2 Timeline**

- RFP Release Date: January 5, 2026
- Proposals Due: June 1, 2026, 3:00 PM EST
- Review Period: June 1-15, 2026
- Award Notification: July 1, 2026
- Contract Negotiation: July-August, 2026
- Program Implementation Start: September 2026

### **4.3 Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

#### [SCORING](#)

#### **4.4 Submission Instructions**

Proposals must be received by 3:00 PM EST on June 1, 2026. Late submissions will not be considered. Determinations will be completed by June 15, 2026.

Submit proposals to: Sara Simon-Shult, Program Coordinator, Peru Central School District 17  
School Street Peru, NY 12972 sshult@perucsd.org

### **SECTION 5: TERMS AND CONDITIONS**

#### **5.1 Contract Term**

The initial contract will be for a period of 2 years with the option to renew for up to 1 additional year based on performance and funding availability.

#### **5.2 Funding Source and Constraints**

This program is funded through the New York State Universal Prekindergarten (UPK) grant program. All expenditures must comply with applicable state and federal regulations governing the use of these funds.

#### **5.3 Reporting Requirements**

The selected vendor will be required to submit:

- Monthly enrollment and attendance reports
- Quarterly program progress reports
- Annual child outcome data
- Financial reports as specified in the contract
- Reports required by the NYS Education Department

#### **5.4 Compliance Requirements**

The selected vendor must comply with all applicable:

- New York State Education Department regulations
- NYS Office of Early Learning guidelines
- Federal, state, and local laws and regulations
- Peru Central School District policies and procedures

#### **5.5 Insurance Requirements**

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the vendor hereby agrees to effectuate the naming of the District as an Additional

Insured on the vendor's insurance policies, except for workers' compensation and N.Y. State Disability insurance.

2. The policy naming the District as an Additional Insured shall:
  - a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred.
  - b. State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers with a waiver of subrogation in favor of the District for all coverages including Workers Compensation.
  - c. Additional insured status for General Liability coverage shall be provided by standard or other endorsements that extend coverage to the District (CG 20 26) or equivalent. The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.
3. At the District's request, the vendor shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the vendor will provide a copy of the policy endorsements and forms. Coverage for sexual misconduct must be affirmed. There will be no restrictions and/or exclusions involving Sexual Assault and Molestation related claims.
4. The vendor agrees to indemnify the District for applicable deductibles and self-insured retentions.
5. Minimum Required Insurance:
  - a. **Commercial General Liability Insurance**  
\$1,000,000 per Occurrence/\$2,000,000 Aggregate  
\$2,000,000 Products and Completed Operations  
\$1,000,000 Personal and Advertising Injury  
\$1,000,000 Sexual Misconduct and Assault  
\$100,000 Fire Damage  
\$10,000 Medical Expense
  - b. **Automobile Liability**  
\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.
  - c. **Workers' Compensation and NYS Disability Insurance**  
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees [per NYS WC and Disability laws]. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A



person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

d. **Professional Errors and Omissions Insurance**

\$1,000,000 per occurrence/\$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the District. If written on a “claims-made” basis, the effective date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work.

e. **Umbrella/Excess Insurance**

\$1,000,000 each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability and Auto Liability coverages (where applicable).

6. The vendor acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all legal remedies available to the District. The vendor is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the provision of services. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any rights held by the District.

## **5.6 District Oversight**

The District will provide direct oversight of the program via a District-employed New York State Certified School Administrator. The Administrator’s responsibilities will include:

- Will monitor the resulting contract and provide oversight of the Agency's program and support services.
- Will have complete access to the classroom and will make announced and unannounced visits to the sites at any time when the program is in operation.
- During the course of the year, District staff members will make periodic visits to the facilities to ensure that the program is conducted in a developmentally appropriate way, provides rich academic experiences for the student and complies with the standards for preschool programs established by the state.
- Will oversee the Agency's program in the implementation of the requirements of the New York State Education Department (“NYSED”) through a quarterly Quality Assurance review. The Agency must attend at least four leadership meetings with the District annually.
- The District will provide support or provide guidance in hiring, staff observations and evaluations, if deemed necessary
- Collaborate with the on-site Education Director on all program management, educational issues, design and implementation of Kindergarten transition and vertical articulation, child find responsibilities, talented and gifted, curriculum,

and bilingual education.

- Participate in the development, structure and delivery of instructional services, including program assessment.
- Provide direct link to the School District Administration for program services' coordination.
- The District will provide support or guidance in consultation with the Education Director on teacher continuance based on the observation and evaluation processes, if deemed necessary.
- Will unilaterally determine the student selection process for participation in the program.
- Will assist, if necessary, with the outreach to find children who are currently not being served within the District.

## **SECTION 6: APPENDICES**

**Appendix A:** [NYS Prekindergarten Learning Standards](#)

**Appendix B:** [NYS Office of Early Learning Program Quality Guidelines](#)

**Appendix C:** [Application](#) - please fill out and print (you cannot submit application electronically)

**Appendix D:** [Sample Contract](#)

**Appendix E:** [Peru Central School District Strategic Plan](#)

For questions regarding this RFP, please contact: Sara Simon-Shult, Program Coordinator, Peru Central School District (518) 643- 6102 - sshult@perucsd.org

Peru Central School District reserves the right to reject any or all proposals and to waive any informalities or irregularities in the RFP process.