

Your Guide to:

Becoming an Oregon Department of Education Approved Placement Site

For Programs that are currently licensed with the Child Care Division

In order to serve as a preschool setting for children receiving Early Childhood Special Education (ECSE) private preschools, and child care programs, must be approved by the Oregon Department of Education (ODE).

The application for approval has been included in a packet of material for registration of Private Pre-k-12 Schools, Private Alternative Education Programs, and Special Education Service Providers on the ODE website. It's a lot of forms and can be confusing to sort through. In order to simplify the process for you, we have included in this packet only the documents you need to fill out. For programs that are already licensed through the Child Care Division, all you need to do is complete page 2 and page 16 and provide all of the required documentation that is listed on page 17.

The following three pages are pages 2, 16 and 17 from the ODE packet. We recommend that you fill out these pages, go the packet on-line, review it, and use this information to complete your application.

The packet in its entirety is available on ODE's website at www.ode.state.or.us/search/results/?id=84

For Department Use Only
Reviewed by: _____
Date of Registration: _____
Institution ID #: _____

CONTACT INFORMATION

Check all that apply, complete the entire form, and **submit all required documentation.**

<input type="checkbox"/> Private Pre-K-12 School (Complete pages 2-8)	<input type="checkbox"/> Private Alternative Education Program (Complete pages 2-3 and 10-15)	<input checked="" type="checkbox"/> Special Education Service Provider (Complete page 2 and refer to pages 16-21 for further directions)
School or Program Name: _____		
Address: _____		
Mailing Address: (if different) _____		
City	State	Zip + 4
County where school is physically located : _____		
Public School District where school is physically located: _____		
Website Address: _____		
School Administrator: _____		
Name	Title	
Phone	Extension	
Email address _____		
<input type="checkbox"/> Non-church related	<input type="checkbox"/> Church related	
Religious or church affiliation: _____		
Accrediting agency (if any): _____		
Date of last visit by national/regional accrediting agency (if applicable): _____		

PRESCHOOL – SECTION 1
STATEMENT OF ASSURANCES
To be completed by ALL Preschool Applicants

For Department Use Only	
Reviewed by:	_____
Date of Approval:	_____
Institution ID #:	_____

The private preschool:

- _____
Initials 1. Maintains the confidentiality of student records consistent with state and federal laws relating to student records;
- _____
Initials 2. Notifies the Oregon Department of Education Department and the EI/ECSE contractor or subcontractor of any written complaint it receives concerning the early intervention and special education (EI/ECSE) programs and services being provided;
- _____
Initials 3. Notifies the EI/ECSE contractor, or subcontractor of the need for any change in a child's educational program and does not make changes in a child's IFSP, services, or placement unless the contracting public agency, contractor, or subcontractor consents to the changes;
- _____
Initials 4. Evaluates a child only when this assistance is requested by a written agreement with the EI/ECSE contractor or contractor, in accordance with OAR 581-015-2265;
- _____
Initials 5. Initiates and convenes IFSP meetings only when this assistance is requested by a written agreement with the EI/ECSE contractor or subcontractor in accordance with OAR 581-015-2265;
- _____
Initials 6. Implements each child's IFSP in accordance with the private preschool's written agreement with the EI/ECSE contractor or subcontractor responsible for the child's placement;
- _____
Initials 7. Provides the opportunity for a child to participate in the Early Childhood assessment if this assistance is requested by a written agreement with the contracting EI/ECSE contractor or subcontractor.
- _____
Initials 8. Uses curriculum content, teaching practices, and equipment that do not violate the constitutional prohibition on religious entanglement.
- _____
Initials 9. Has at least one individual available who is qualified to provide EI/ECSE and meets the requirements of OAR 581-015-1100(2) and (3).
- _____
Initials 10. Program Changes: When a program change is considered, the private preschool forwards its request for approval to the Oregon Department of Education to amend its approved application prior to implementing the change. A major program change consists of any change in the information contained in a private preschool's application that would affect the preschool's approval or disapproval under this rule.

I certify that: _____ School Name	
▶ Can make the assurances listed;	
▶ Maintains evidence of compliance with the requirements of the assurances.	
_____ Print Name of Administrator	_____ Title
_____ Signature of Administrator	_____ Date

PRESCHOOL – SECTION 2 DOCUMENTATION

For use by Private Preschools with a current Child Care Division (CCD) Certificate of Approval. Other applicants skip to Preschool - Section 3.

- 1. CCD Certificate:** Submit copy of **current** Child Care Division Certificate of Approval, indicating expiration date. Current certification must be maintained throughout the year.

(Note: If the CCD Certificate of Approval will expire during the approval year, proof of renewed certificate must be submitted to ODE prior to the certificate's expiration date to maintain approval.)

- 2. Commercial general liability insurance.** Submit documentation that the private preschool has in effect commercial general liability insurance with policy limits of at least \$500,000 per site. Documentation must include:
 - a) Name of the company;
 - b) Policy number;
 - c) Policy limits (minimum \$500,000 per site); and
 - d) Effective term of the policy.

(Note: If the insurance coverage will expire during the approval year, proof of renewed coverage must be submitted to ODE before the policy's expiration date to maintain approval.)

- 3. Policy of nondiscrimination:** Submit copy of the preschool's policy of nondiscrimination.

END OF APPLICATION for Preschool Applicants with CCD Certificate of Approval