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**Rules of**  
**Department of Elementary and**  
**Secondary Education**  
**Division 20—Division of Learning Services**  
**Chapter 600—Office of Early and Extended Learning**

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**Title 5—DEPARTMENT OF  
ELEMENTARY AND  
SECONDARY EDUCATION**  
Division 20—Division of Learning Services  
Chapter 600—Office of Early and  
Extended Learning

**5 CSR 20-600.110 General Provisions Gov-  
erning Programs Authorized Under the  
Early Childhood Development Act**

*PURPOSE:* The Department of Elementary and Secondary Education is authorized by the Early Childhood Development Act to administer a program of grants to local public school districts for the provision of early childhood screening, parent education, and programs for developmentally delayed children. This rule sets forth the general provisions governing those programs. This rule incorporates by reference the **Early Childhood Development Act Administrative Manual**.

*PUBLISHER'S NOTE:* The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.

(1) All programs and projects carried out by school districts under the Early Childhood Development Act (ECDA) shall be conducted in conformity with—

(A) The school district's annual application for district program approval under the ECDA, pursuant to applicable state laws and regulations; and

(B) The state *Early Childhood Development Act Administrative Manual*, revised August 2015, which is incorporated by reference and made a part of this rule as published by the Department of Elementary and Secondary Education (department) and is available at the Early Learning Section, 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480 or on the department's website. This rule does not incorporate any subsequent amendments or additions. The *Early Childhood Development Act Administrative Manual* interprets state statutory requirements for the programs and establishes program management procedures consistent with state law and practice.

(2) Any rule or interpretation of a rule promulgated by the State Board of Education in

exercising its responsibilities under the statute may be waived by the assistant commissioner, Office of Early and Extended Learning, upon his/her determination that a situation exists in which the application of the rule or interpretation would work an extreme hardship upon the affected party, or would work to the detriment of the intended beneficiaries of the program.

*AUTHORITY:* sections 178.691–178.699, RSMo 2000 and Supp. 2013, and section 161.092, RSMo Supp. 2014.\* This rule previously filed as 5 CSR 50-270.010. Original rule filed April 4, 1985, effective Sept. 3, 1985. Rescinded and readopted: Filed Feb. 27, 1992, effective Sept. 6, 1992. Amended: Filed June 29, 1995, effective Jan. 30, 1996. Amended: Filed May 29, 1998, effective Dec. 30, 1998. Amended: Filed July 28, 2000, effective Feb. 28, 2001. Amended: Filed Oct. 29, 2002, effective April 30, 2003. Amended: Filed Jan. 16, 2008, effective Aug. 30, 2008. Amended: Filed June 10, 2010, effective Dec. 30, 2010. Moved to 5 CSR 20-600.110, effective Aug. 16, 2011. Amended: Filed Feb. 27, 2013, effective Sept. 30, 2013. Amended: Filed May 28, 2015, effective Dec. 30, 2015.

\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013, 2014; 178.691, RSMo 1984; 178.693, RSMo 1984, amended 1985, 1993; 178.695, RSMo 1984, amended 1992; 178.697, RSMo 1984, amended 1993, 2010; 178.698, RSMo 1993; and 178.699, RSMo 1984.

**5 CSR 20-600.120 Instruction for Prekindergarten**

*PURPOSE:* This rule authorizes public schools to provide for the gratuitous education of pupils in prekindergarten.

(1) A public school district may provide for the gratuitous education of pupils in prekindergarten.

(2) Transportation may be provided at district expense for prekindergarten pupils on the same basis as for pupils in kindergarten through grade twelve (K–12), provided no state funds are used.

*AUTHORITY:* sections 161.092 and 163.018, RSMo Supp. 2014.\* This rule previously filed as 5 CSR 50-340.020. Original rule filed Nov. 5, 1969, effective Nov. 15, 1969. Moved to 5 CSR 20-600.120, effective Aug. 16, 2011. Amended: Filed Jan. 22, 2015, effective Aug. 30, 2015.

\*Original authority: 161.092, RSMo 1963, amended 1973.

**5 CSR 20-600.130 General Provisions Governing Programs Authorized Under Early Childhood Development, Education, and Care**

*PURPOSE:* The Department of Elementary and Secondary Education (department) is authorized by the Early Childhood Development Education and Care Fund to administer a program of competitive grants to governmental entities, public schools, or private agencies for voluntary, early childhood development, education, and care programs serving children in every region of the state not yet enrolled in kindergarten. This rule sets forth the general provisions governing those programs.

(1) The Department of Elementary and Secondary Education (department) is authorized to establish procedures for the implementation of the Missouri Preschool Program (MPP) including:

(A) Grants or contracts may be provided for—

1. Start-up funds for necessary materials, supplies, equipment, and facilities;
2. Ongoing costs associated with the implementation of a sliding parental fee schedule based on income; and
3. Grants or contracts may be for up to a maximum of five (5) years, with decreasing amounts in the last three (3) years;

(B) Grant and contract applications shall, at a minimum, include:

1. A funding plan which demonstrates funding from a variety of sources including parental fees and a method of sustaining the program when the grant ends;
2. A child development, education, and care plan that is appropriate to meet the needs of children;
3. The identity of any partner agencies or contractual service providers;
4. Documentation of community input into program development;
5. Demonstration of financial and programmatic accountability on an annual basis; and
6. The establishment of a parent advisory committee within each program;

(C) Governmental entities, public schools, or private agencies may apply in a competitive bid process to provide preschool education.

1. Religious entities are not eligible to apply to the department for funds based on the *Missouri Constitution* article IX, section 8.

2. All contractors/grantees applying must have the appropriate child care license granted from the Missouri Department of Health and Senior Services (DHSS), Section



for Child Care Regulation and continue to maintain it throughout the entire contract period and all renewal periods.

3. The contractor must provide preschool services to age-eligible children. Only age-eligible children should be served in the MPP classroom.

4. Contractors/grantees must serve a minimum of ten (10) age-eligible children per classroom and have no more than twenty (20) age-eligible children in a classroom.

5. Lead teachers and teacher assistants must meet the teacher qualifications. Classrooms with ten (10) children must have a lead teacher. A teacher assistant is required if more than ten (10) children are enrolled in the MPP classroom.

6. The contractor/grantees cannot decrease a program's current license capacity for any age group in order to increase the license capacity of age-eligible children for the purpose of receiving MPP funds.

7. The program must adopt one (1) of the department-approved curriculum models. Lead teachers and teacher assistants in the MPP classrooms must be trained in and implement the curriculum in the classroom.

8. The program must implement a sliding scale fee to ensure all families, regardless of income, have an opportunity to participate.

9. The program must obtain Missouri Accreditation (MoA) or the National Association for the Education of Young Children (NAEYC) Accreditation.

10. Staff evaluations must be completed and documented annually.

11. Lead teachers and teacher assistants must participate in continuous professional development associated with the selected curriculum model.

12. The contractor must maintain records and fiscal information.

13. The MPP funds cannot be used to supplant or replace any existing preschool program or staff.

14. Private agency contractors who failed to meet the requirements of a previously awarded MPP bid will not be eligible for application for five (5) years after the year in which they defaulted.

15. The contractor must ensure an annual health and nutrition screening and a developmental screening for MPP children.

16. The program must offer no less than two (2) parent-teacher conferences annually; (D) Program Development Requirements.

1. The contractor must agree and understand that the department must have complete and total approval authority of the contractor's activity plan or any part thereof and must have the expressed right to modify,

change, or delete all or any part of the plan at any time.

2. The contractor may be required to develop and submit a new or revised activity plan at other times throughout the contract period as well as for each renewal period, if the contract is renewed for additional periods. The contractor must prepare and submit all such future activity plans within a time frame stipulated by the department.

3. Community involvement. A community advisory committee must assist in planning the Preschool Program for age-eligible children and in completing the Community Needs Assessment.

4. Community-based planning. Strong community commitment, leadership, and planning are critical to the success of the programs and services offered under the MPP.

A. Step I—Administration. The contractor appoints an administrator who has both leadership ability and a strong commitment to early childhood education, especially preschool education. This administrator must be able to—

(I) Be knowledgeable and respectful of preschool opportunities within the community;

(II) Set goals and coordinate implementation timetables;

(III) Analyze the results of the programs;

(IV) Exercise sufficient authority within a collaborative framework to accomplish the desired results;

(V) Be knowledgeable about business practices necessary to successfully sustain the program; and

(VI) Report regularly to the Community Advisory Committee and should be prepared to manage a program organizational structure consisting of several different types of operation.

B. Step II—Community Advisory Committee. The Community Advisory Committee, whose membership of citizens representing a variety of community organizations, is established. Primary responsibilities of the Community Advisory Committee are to—

(I) Assist in gathering information needed to complete the Community Needs Assessment;

(II) Make recommendations on the goals and objectives of the MPP;

(III) Assist on options for coordinating programs and services among community, school, and other preschool programs;

(IV) Assist in the Invitation For Bid (IFB) process; and

(V) Serve as a resource.

C. Step III—Program Design. Based on the community needs assessment, the program will be designed to meet the needs of each community.

5. Teacher qualifications. All preschool programs funded by the MPP must utilize teachers and teacher assistants who have one (1) of the following minimum qualifications at the time the program begins operation. These qualifications must be maintained throughout the contract period.

A. Lead teacher—

(I) Early Childhood Teacher Certification;

(II) Early Childhood Special Education Teacher Certificate; or

(III) A four- (4-) year college degree in child development.

B. Teacher assistant, at a minimum—

(I) Child Development Associate;

(II) Two- (2-) Year Associate Degree in Child Care/Education; or

(III) Sixty (60) college hours with a minimum of three (3) college credit hours in early childhood, child development, or child/family related courses and experience working in a program with young children and their families.

6. Curriculum models. Preschool programs must implement a nationally recognized preschool curriculum model that is approved by the department. The lead teacher and teacher assistant involved in the MPP must be trained in the curriculum model. It is also highly recommended that the director/program administrator be trained in the chosen curriculum model. All curriculum trainings must be provided by the curriculum source. Programs must contact the source to schedule trainings. Any training not scheduled through the source will not be funded and will not meet the requirement. The selected preschool curriculum models meet the following criteria:

A. Based on valid research;

B. Have positive evaluation results;

C. Provide ongoing professional development; and

D. Developmentally appropriate for age-eligible children.

7. Accreditation. Programs are required to obtain accreditation from either the MoA or the NAEYC. The program must be accredited prior to the beginning of year four (4) operation. MPP operating in a center will be required to accredit the entire center including the infant/toddler classrooms and school age classrooms.

8. Plans for program activities.

A. Parent advisory committee plan.

An advisory committee of parents with children in the MPP classrooms must meet at



least twice annually. The plan should include the roles of the members, selection procedure, replacement procedure, number of members, and frequency of meetings.

B. Funding plan. The plan must demonstrate funding from a variety of sources including parental fees. A sliding scale fee schedule based on family income is required for families whose income does not exceed one hundred eighty-five percent (185%) of the federal poverty level. Information must include how program growth issues will be addressed such as recruitment methods.

C. Child development, education, and care plan. The plan should describe how the preschool program will be designed and how it will meet the needs of age-eligible children as identified from the Community Needs Assessment.

D. Professional development plan. Professional development opportunities include college-credit courses, follow-up/advanced training of the selected curriculum model provided only by the approved curriculum source, professional conferences, seminars, consultants, and the department-required meetings. MPP funds only support professional development opportunities that are in addition to the DHSS required clock hours for child care providers. The plan should include a list of the specific professional development opportunities to be provided. Evidence of continuous professional development associated with the selected curriculum model must be included each year in the plan. Professional development opportunities should reflect the general philosophy of the selected curriculum model.

E. Parent education/involvement/communication plan. The plan must address how parents will be informed about their child's development, opportunities to be involved in the preschool program, and how the preschool program will communicate with parents on an ongoing basis. Preschool programs are strongly recommended to collaborate with the district's Parents as Teachers program for parent education. Parent involvement could include serving on the Parent Advisory Committee, classroom volunteer, forming a preschool parent organization, etc. Communication with parents could include newsletters, parent-teacher conferences, phone calls, etc.

F. Community set-aside plan. The community set aside is a portion of the award that may be designated to provide professional development opportunities for licensed early care and education providers within the contractor's community. These licensed

providers must be caring for age-eligible children.

(E) Funding.

1. Funds may be requested for costs associated with expenses necessary to implement a quality preschool program.

2. These may include the following:

A. Initial staff training on a selected curriculum model;

B. Minor remodeling associated with licensing requirements;

C. Appropriate equipment;

D. Necessary furniture; and

E. Appropriate staffing.

3. Payments will not be made until the program has met contractual requirement; the program is licensed from the DHSS, Section for Child Care Regulation; and a copy of the licensed certificate is submitted to the department.

4. Subject to appropriations and the phased reduction, subsequent contract amounts may be reduced.

*AUTHORITY: sections 161.092 and 313.835, RSMo Supp. 2012.\* Original rule filed Aug. 30, 2012, effective March 30, 2013.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003 and 313.835, RSMo 1991, amended 1993, 1994, 1996, 1998, 2000, 2001, 2003, 2007, 2010, 2012.*

#### 5 CSR 20-600.140 Prekindergarten Program Standards

*PURPOSE: This rule requires that any school district reporting children ages three (3) to five (5) for calculation in their average daily attendance must meet standards approved by the State Board of Education.*

(1) Any school district reporting children ages three (3) to five (5) for calculation in their average daily attendance must meet standards approved by the State Board of Education (board) including:

(A) A lead teacher in each prekindergarten classroom who holds a bachelor's degree and teaching certificate in early childhood education or early childhood special education; and

(B) A teacher assistant or paraprofessional who holds a child development associate's degree, associate's degree in early childhood, or sixty (60) college hours with a minimum of three (3) college credit hours in early childhood, child development, or child/family related courses and experience working in a program with young children and their families for any classroom with more than ten (10) children.

*AUTHORITY: sections 161.092, 163.011, and 163.018, RSMo Supp. 2014, and section 168.011, RSMo 2000.\* Original rule filed Feb. 20, 2015, effective Oct. 30, 2015.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013, 2014; 163.011, RSMo 1963, amended 1967, 1973, 1977, 1982, 1985, 1986, 1988, 1992, 1993, 1996, 1997, 1998, 1999, 2001, 2002, 2005, 2006, 2007, 2008, 2009, 2014; 163.018, RSMo 2014; and 168.011, RSMo 1963, amended 1984.*