#  Annual Report for Registered Nonpublic Nursery Schools & Kindergartens

# Due Date: July 30, 2021

# Instructions & Additional Information

# Please note: The provided updated report form must be used. Submissions received on old forms will be returned.

**Page 1 – Cover Page:**

* The NYSED Annual Fire Safety Report form for Nonpublic Schools must be completed and submitted along with the Annual Report
* Any school that meets the criteria below may submit documentation indicating the site has passes all fire safety requirements as set forth under the inspecting authority for the site
* Licensed by OCFS (Office of Children & Family Services) or Registered with the New York City Department of Health &

 Mental Hygiene

* Site is located within the Big Four or NYC School Districts
* Nursery School is part of a college, university, or larger elementary school campus
* Provide signatures where noted

**Page 2 – Contact Information Form:**

* Educational & Administrative Director and Owner/Board President information is required
* Other School Administrator and Site Director: complete if applicable

**Page 3 – School Operation & Enrollment:**

* This page should only reflect school data for the school year beginning in 2020.
* Only report teachers and assistants/aides for 3-5-year-old classrooms (**do not report toddler teachers)**
* Only report students ages 3-5 **(3s are students who turn 3 on or before December 1st)**

**Page 4 – Staffing Assignments:**

* List the staff that were employed in your school during the 2020-2021 school year
* Indicate if the staff member will be returning for the 2021-2022 school year
* For teachers: if a new or updated Study Plan is required, indicate and submit with this Annual Report
* If you have any new staff, please be sure to complete the Staff Background Form and Study Plan (if required) and submit with this report

**Page 5 – Staff Background Form:**

* Complete only for **new hires or reassignments/promotions (**\*\*This submission rule only applies to the Annual Report *\**\**At time of registration renewal, Staff Background Forms will be required for all staff)*
* Staff name: provide first name, last name, middle initial & any name previously known by (e.g. maiden name)
* This form should be completed in its entirety (attachments will not be accepted in place of this form)
* List and attach copies of teaching certification certificates, including provisional/initial certificates

**Page 6 – Staff Study Plan:**

* Required for **lead/head** teachers that are **not** **permanently certified in Early Childhood Education**, **B-2**
* For teachers who have been previously approved on their Plan of Study, an updated plan must be submitted annually
* This form must be signed by the teacher and the Educational Director

**Page 7 – Significant Changes:**

* Answer questions 1 and 2
* Complete the boxes where applicable

**Pages 8 – Annual Report Checklist:**

* Review and mark the appropriate boxes to ensure a complete report submission
* Submit completed report and all applicable attachments to the address or email provided at the bottom of the checklist

 THE UNIVERSI TY OF THE STA TE OF NEW YORK

# THE STATE EDUCATION DEPARTMENT

Office of Early Learning (OEL)

89 Washington Avenue, Rm. 319 EB, Albany, New York 12234

Phone: (518) 474-5807 | Fax: (518) 473-7737

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# 2020 – 2021 Annual Report for Registered Nonpublic Nursery Schools & Kindergartens

**Due Date: July 31, 2021**

|  |
| --- |
| **SCHOOL INFORMATION** |

|  |  |
| --- | --- |
| School Name |  |
| Check **all** that apply | [ ]  Nursery School [ ]  Prekindergarten [ ]  Kindergarten [ ]  Montessori School[ ]  Parent Cooperative [ ]  Mission of a Church or Synagogue |
| School Address |  |
| City and Zip Code |  |
| Telephone Number |  |
| Web Address (www.) |  |
| School Owner, Director & Administrator Information | ***Complete page 2*** |

|  |
| --- |
| **REGULATORY AUTHORITY** |
| Registered/ Licensed by a Regulatory Agency? | [ ] Office of Children & Family Services (OCFS) [ ]  NYC Dept. of Health & Mental Hygiene (NYC DOHMH)[ ] N/A (not licensed or registered by a regulatory agency) | License # (OCFS) or Permit # (NYCDOH) |  |

*I verify that the information provided in this report is correct and reflects the current status of program operations.*

***Authorized* *Signature***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title (print)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **FIRE SAFETY REPORT** |
| All nonpublic nursery schools and kindergartens that are registered with the New York State Education Department are required to submit an annual fire inspection report as per Commissioner’s Regulations, Part 125.10 (b). The law states that all NYSED registered nursery schools and kindergartens not licensed by The Office of Children and Family Services (OCFS), those that are located outside of the Big Four and NYC school districts and those who are not part of a college, university or larger elementary school campus, must complete the NYSED Fire Safety Report form. All other registered nurseries and kindergartens must attach a copy of the document that confirms the nursery site passed all fire safety requirements as set forth under their authority.The Fire Safety Report must be submitted by December 1st to: NYS Education Department, Office of Facilities Planning, 89 Washington Avenue – Room 1060 EBA, Albany, NY 12234. In addition, a copy of the Fire Safety Report must be submitted with the Annual Report for Registered Nonpublic Nursery Schools and Kindergartens by July 31st to the Office of Early Learning. The Fire Safety Report form can be downloaded on the [Facilities Planning](http://www.p12.nysed.gov/facplan/FireSafety/fire_safety_report_homepage.html) website. |

*By signing below, I am confirming that I have attached a copy of our most recent completed NYSED Fire Safety Report or the equivalent report completed by our regulatory authority to this Annual Report form.*

***Authorized* *Signature***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **SED USE ONLY** |

|  |  |
| --- | --- |
| RWAR | [ ]  SED FSR [ ]  FSI DOC [ ]  NYC DOHMH - PC FID \_\_\_\_\_\_\_\_\_\_\_ [ ]  NR  |
| RQD FSR |  |

The University of the State of New York VOLUNTARY REGISTERED NONPUBLIC

**THE STATE EDUCATION DEPARTMENT** NURSERY SCHOOLS & KINDERGARTENS

Office of Early Learning

89 Washington Avenue, Room 319 EB

Albany, New York 12234

## **Site Contact Information Form**

*Revised 04/2020*

**Please complete the form below in its entirety**.

This contact form must be completed annually as well as any time there is a change in Educational Director, Administrative Director, and/or other school contact information. Per regulations this form must be submitted within 10 days of any changes. This form can be submitted by e-mail to: oel@nysed.gov or by fax to (518) 473 -7737.

|  |  |
| --- | --- |
| **School Name** |  |

|  |  |
| --- | --- |
| **Educational Director Name** |  |
| Email Address |  |
| Telephone Number & Ext. |  |
| Fax Number  |  |

|  |  |
| --- | --- |
| **Administrative Director Name** |  |
| Email Address |  |
| Telephone Number & Ext. |  |
| Fax Number |  |

|  |  |
| --- | --- |
| **Other School Administrator Name** |  |
| Title |  |
| Email Address |  |
| Telephone Number & Ext. |  |
| Fax Number |  |

|  |  |
| --- | --- |
| **Site Director(s) Name** |  |
| **Owner** |  |
| **Board President** |  |

**Is the above listed Educational Director new since the 2020-21 school year?** [ ]  Yes\* [ ]  No

 \**If yes, please include all of the following documents:*

* Completed Staff Background Form *(see page 5)*
* Copy of Teacher Certification Certificate
* Resume or written narrative that provides evidence of instruction and/or experience in supervision and administration.

**Is the above listed Administrative Director new as of the 2020-21 school year?** [ ]  Yes\* [ ]  No

 \**If yes, please include a completed Staff Background From*

**School Operation & Enrollment**

|  |  |
| --- | --- |
| School Name |  |

**SCHOOL YEAR SESSION & FACILITY HOURS OF OPERATION**

(Only report for the school year that began in 2019)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date School Began |  |  | **2020** | Date School Ended |  |  | **2021** | Time Facility Opens |  | Time Facility Closes |  |

**STUDENTS SERVED**

|  |  |  |
| --- | --- | --- |
| Ages of Students Served | [ ]  **3** [ ]  **4** [ ]  **5** | 🡨 check all that apply |
| # of Nursery Students |  | \*The Voluntary Registration Program is for **3-5-yr-olds ONLY** |
| # of Prekindergarten Students |  | **(3s are students who turn 3 on or before December 1st)** |
| # of Kindergarten Students |  | \*Do not include infants or toddlers in the number of students |
| **TOTAL # OF STUDENTS** |  | 🡨 must provide the **total number of 3-5-year-olds** served |

**Please only complete this section for classrooms serving 3-5-year-olds ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| Total # of Classrooms  |  | # of Lead Classroom Teachers |  |
| # of Teacher Assistants |  | # of Classroom Aides |  |
| # of Parent Assistants |  | 🡨only for parent cooperatives |  |

## **Staffing Assignments (3-5-year-old classes ONLY)**

**In the charts below, please list the staff that were employed in your school during the 2020-2021 school year. Please indicate if the staff member will be returning for the 2021-2022 school year and if they have been approved by SED. SED approval requires the submission of a completed Staff Background Form, credentials and study plan (when required). Attach additional pages as needed.** If you have any new staff, please be sure to complete the Staff Background Form and submit with this report (page 5).

**LEAD TEACHERS**

\*Please be sure to submit updated **Staff Study Plans** for teachers where required (see page 6).

|  |  |  |  |
| --- | --- | --- | --- |
| **Teacher Name** | **Employed 2020-2021** | **Returning 2021-2022** | **\*Updated Study Plan Submitted (if required)** |
|  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Submitted [ ]  N/A |
|  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Submitted [ ]  N/A |
|  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Submitted [ ]  N/A |
|  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Submitted [ ]  N/A |
|  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Submitted [ ]  N/A |
|  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Submitted [ ]  N/A |
|  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Submitted [ ]  N/A |
|  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Submitted [ ]  N/A |

**TEACHING ASSISTANTS & AIDES** (only **Staff Background Forms** required)

|  |  |  |
| --- | --- | --- |
| **Teaching Assistant/Aide Name** | **Employed 2020-2021** | **Returning 2021-2022** |
|  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |

## **Staff Background Form**

*Revised 04/2020*

(Duplicate this form as needed)

Education, Training and Professional Experience of Certified and Noncertified Staff Members (Including individuals certified in other countries and in States other than New York)

|  |  |
| --- | --- |
| **School Name** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Name** |  | **Other Name Known By** |  |
| *Signature* |  | **Date** |  |

|  |  |
| --- | --- |
| **Position** | [ ] Educational Director [ ] Administrative Director [ ] Coordinator [ ] Lead/Head Teacher (3-5s only)[ ] Teacher Assistant/Teacher Aide (3-5s only) |

**Educational Background:**

For Support Staff/Teacher Assistants & Aides: include highest education level completed.

For Professional Staff: If degree is **not** final, attach **all transcripts of college courses completed** by individual staff member.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Institution** | **From****(date)** | **To****(date)** | **Major Field of Study** | **Credit Hours** | **Degrees or Diplomas** **(Type & Subject Area)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Teaching Certifications** (In State & Out-of-State)**:** attach a copy of the most recent **teaching certificate**

If other than permanent certification in Early Childhood Education, a completed Study Plan must also be submitted

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Certification Title** | **State** | **Date Issued** | **Initial****Cert. ()** | **Permanent Cert. ()** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

**Teaching Experience with Children Under Age Six (6):** include **current** position

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Age Groups** | **From (date)** | **To** **(date)** | **Name of Employer** | **Position Held** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## **Staff Study Plan**

# *Revised 04/2020*

To be completed for any **Lead/Head Teacher not** professionally/permanently certified in **Early Childhood Education (B-2)**

Voluntary Registration of Nonpublic Nursery Schools and Kindergartens

|  |  |
| --- | --- |
| School Name |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Staff Name *(Lead/Head Teacher of 3-5-year-olds)* |  | Age(s) Currently Teaching |  |

|  |  |
| --- | --- |
| Overall Education & Employment Goal(s) |  |
| Areas of Interest |  |
| Areas in Need of Improvement |  |

Continuing Education Plan to Address Areas Identified Above:

|  |  |  |
| --- | --- | --- |
| Topic | Source of Training | Projected Time Frame |
|  |  |  |
|  |  |  |
|  |  |  |

Certifications

*I verify that the above information represents my intentions to improve my professional expertise and/or obtain professional/ permanent teaching certification.*

**Staff Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I verify that I have reviewed and approved this study plan and will submit updates yearly with the Annual Report.*

**Ed. Director Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **SED USE ONLY** |

|  |  |  |  |
| --- | --- | --- | --- |
| **REVIEWER COMMENTS** |  | **DATE** |  |
| **REVIEWER COMMENTS** |  | **DATE** |  |

## **Significant Changes**

1. Is the nursery/kindergarten site **planning** any indoor or outdoor construction, renovations, or changes to structures, surfaces, equipment, borders or fencing?

 [ ]  **YES** (please see Site Construction Process at www.nysed.com/OEL) [ ]  **NO**

1. Has the nursery/kindergarten site **completed** any prior approved indoor or outdoor construction, renovations, or changes to structures/surfaces/ equipment/borders or fencing?

 [ ]  **YES** (please submit for a final review) [ ]  **NO**

Please note that all registered nursery/kindergarten sites are required to complete and submit the CRP-1 form for any planned construction/renovation projects. The school must receive approval from the department **prior** to work commencing.

|  |
| --- |
| Please describe only significant changes in the areas listed below (information in parenthesis are examples only) |

|  |
| --- |
| **EMERGENCY PROCEDURES** (procedures for responding to illness, accident, fire, emergency evacuation, sheltering in place) |
|  |
| **HEALTH POLICIES** (e.g. administration of medication and staff training) |
|  |
| **STUDENT ENROLLMENT** (e.g. ages and grades served and number of children in each group/session) |
|  |
| **EDUCATIONAL PROGRAM** (e.g. changes to daily schedule, curriculum and/or assessment) |
|  |

## **Annual Report Checklist**

Listed below are the required documents for a complete report. Use this checklist to ensure that your report is complete and in compliance with the instructions before submitting.

|  |  |  |
| --- | --- | --- |
| **Required Documents** | **Checked by****Registered School** | **Checked by SED OEL** |
| **Report Cover Page** (*complete and sign – two signatures*) | [ ]  Included | [ ]  |
| **Fire Safety Report/Fire Safety Inspection Document** (*attach to Annual Report*) | [ ]  Included | [ ]  |
| **Contact Information Form - page 2** (*complete)* | [ ]  Included | [ ]  |
| **School Operation & Enrollment - page 3** (*complete)* | [ ]  Included | [ ]  |
| **Classroom and Staffing Assignments- page 4** (*complete*) | [ ]  Included  | [ ]  |
| **Staff Background Form - page 5** (*complete for new staff, promotions, reassignments*) | [ ]  Included [ ]  N/A | [ ]  |
| **Staff Study Plan - page 6** (*complete for lead teachers not permanently certified in EC; updated plans must be submitted for all staff on an approved plan of study*) | [ ]  Included [ ]  N/A | [ ]  |
| **Significant Changes – page 7** (*complete)* | [ ]  Included  | [ ]  |

Submit the completed Annual Report, Fire Safety Report and other supporting documents to OEL@nysed.gov **or** mail to:

**New York State Education Department**

**Office of Early Learning**

***Attn: 19-20 NSK Annual Report***

**89 Washington Avenue, Room 319 EB**

**Albany, New York 12234**

After your report has been reviewed, you will be notified by e-mail if any additional information is needed.