

Appendix A: WV Universal Pre-K Addendum Template

Your county Pre-K Program
 Name of Persons submitting addendum on behalf of the core team
 Address
 Phone Number
 e-mail

TO: WV Universal Pre-K Steering Team
 c/o State Pre-K Coordinator,
 Office of Early Learning
 1900 Kanawha Blvd., East
 Building 6, Room 603
 Charleston, WV 25305

DATE:

The _____ County early childhood collaborative core team would like to amend the current approved program structure. The specific changes are outlined below.

Section 1: Program Changes

1. Site Name and Address	2. Classroom Name	3. Changes to current program structure	4. Rationale	5. Impact Study- Community Implications	6. Partners

Section 2: Core Team Member Approval

Core Team Members	Printed Name	Signature	E-mail address	Date
Pre-K Coordinator				
Head Start Representative				
Special Education Representative				
Child Care or DHHR Representative				

Instruction for completing the WV Universal Pre-K Addendum Template

The addendum must be completed for any programmatic changes to approved universal WV Pre-K program structure. There are two sections of the WV Universal Pre-K Addendum Template. Section one should be completed to illustrate the program changes necessary and details to ensure changes are made in the Early Learning Reporting System Pre-K, upon addendum approval. Section two is provided for core team members to sign off on the addendum.

To complete Section One (Compete a separate line for changes to each classroom when there are multiple changes):

1. List the official name of the site where classroom changes will occur (i.e. Name of an elementary school, child care center name).
2. List the official name of the classroom (include unique identifier such as classroom number, letter).
3. Describe the reason for the addendum (opening a classroom, closing a classroom, changes to an existing classroom).
4. Describe the rationale and factors that necessitate the addendum (i.e. enrollment increase/decrease, changes with partner program, change in location).
5. Describe all impacts the addendum will have on the community (i.e. all eligible children will be served within their community).
6. List collaborative partners directly impacted by the addendum.