



**2024-2025 Montcalm Area ISD**

**Great Start Readiness Program (GSRP) Partner Application Process**

The process for becoming a GSRP Partner in Montcalm County includes 6 comprehensive steps. A potential partner must complete each step by the given timeline to provide GSRP for the 2024-2025 school year. Montcalm Area ISD provides support to GSRP partners in this process that includes technical support for leadership, classroom instructional coaching, and Special Education Consultation in all GSRP Programs operating within the Montcalm Area ISD service area. Requirements must be completed in sequence and in a timely manner to be ready to provide GSRP to families for the school year.

Applications will be reviewed upon receipt beginning May 1, 2024. The last day to apply for the school year 2024-2025 is **January 1st, 2025**.

**School Year 2024-2025 GSRP Application to Implementation Timeline for Classrooms that open no later than January 2025:**

Step 1	Complete the Step 1 application attached.	Due to the Early Childhood Contact at <a href="mailto:cococnnor@maisd.com">cococnnor@maisd.com</a>
Step 2	Application review and site visit	Upon receipt by Early Childhood Contact

Step 3	<p>Meeting with ECC to finalize pre-approval and completion of Communications and Finance Onboarding - includes budget (start-up and potential slot allocation)</p> <p>introductions, coach assessment and scheduling with ECSs start-up, and Initial Training plan on Curriculum, Assessment, &amp; identified classroom requirements. This may include the invoice process, CACFP Application, EEM, and School Nutrition Program.</p> <p>Related Resource: <a href="#">GSRP Fiscal Guidebook Resource</a></p> <p><a href="#">MAISD Operating Guidelines and Procedures Orientation</a></p>	Within 30 days of application receipt
Step 4	<p>Staffing and Licensing Onboarding that meets the GSRP Implementation Manual Guidelines</p> <p>Related Resource: <a href="#">Teacher Prep / Compliance Plan</a></p>	Within 30 days of the sub-recipient contract with the MAISD to be a GSRP sub-recipient
Step 5	<p>Recruitment and Enrollment Onboarding - include classroom calendar &amp; staffing approvals by MAISD</p> <p>Joint Recruitment application activities &amp; processing; including DropBox setup</p> <p>Enrollment process start-up activities: <a href="#">GSRP Parent Handbook</a></p>	Within 60 days of the sub-recipient contract with the MAISD to be a GSRP sub-recipient
Step 6:	<p>Classroom Support; ASQ Developmental Screening, My Teaching Strategies / SMART TEACH Child Assessment, PELI, Conscious Discipline and CLASS Assessment Onboarding for teaching teams and administration staff</p>	Within 60 days of the Sub-recipient contract with the MAISD to be a GSRP sub-recipient

Montcalm County GSRP Application Documents:

- [GSRP Administrative Capacity Questionnaire](#)
- [Assurances and Certifications](#)

- [MAISD Operating procedures & policies](#)
- [Appeals process](#)

**\*\* If you'd prefer, you can request a site visit before completing the application. During the site visit, the Early Childhood Contact can answer any questions you may have about GSRP and tour your classroom location. Site visits typically take 1-2 hours depending on the discussion needed. Contact Cari O'Connor at [cococonnor@maisd.com](mailto:cococonnor@maisd.com) to request a site visit or a one-on-one meeting to support your interest in becoming a GSRP sub-recipient**

**IMPORTANT NOTES:**

If awarded funding, providers will be required to:

- Hire qualified teaching staff according to the MiLEAP Implementation Manual [MDE GSRP Implementation Manual - Program Administration and Staffing](#)
- Attend **required meetings and training** as directed by Montcalm Area ISD GSRP Annual Calendar & contracted activities for GSRP teaching team members & GSRP Administrators
- Participate in a food reimbursement program such as CACFP (Child and Adult Care Food Program [Child and Adult Care Food Program](#)) as required by the GSRP Implementation Manual.
- [Obtain an Educational Entity Number \(EEM\) for fiscal purposes.](#)
- Choose and use a MiLEAP-approved preschool curriculum and make a connection to the MAISD My Teaching Strategies SMARTTEACH assessment tool. Early Childhood Contact can assist you with making a choice that best fits your program philosophy.
- Use the selected child developmental screener, Ages & Stages Questionnaire (ASQ-3), and PELI tools.
  - Complete the [GSRP Curriculum Decision-Making Tree](#) to develop a plan of support that aligns with MAISD GSRP Programming and GSRP Implementation Manual requirements.

If funded, providers agree and understand the following:

- GSRP is a *non-profit* program.
- All GSRP funding will be spent on the current year's GSRP operations and **ONLY** the operating GSRP classroom(s).
- I or my designee will submit monthly, accurate, and on-time fiscal ledgers and reports as identified in the [MAISD Policies and Procedures](#) and MAISD sub-recipient contract language.
- The GSRP classroom will be assigned, by the Early Childhood Contact, an Early Childhood Specialist, and an additional Special Education Teacher Consultant who will support GSRP implementation. The ECS will make scheduled and unscheduled visits to the center or program.
- Applying for GSRP funding is not a guarantee of becoming a GSRP provider.



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2024-2025 Montcalm Area ISD GSRP

GSRP Grant Application for School Year 2024 – 2025

Cover Page

Center Name (as listed on Child Care License):

Organization Complete Address:

Complete Address GSRP classroom site (if different than organization administration):

City and Zip Code:

Is your organization nonprofit?

License Number (Programs must have a LARA childcare center license, open, and operating with children before submitting a GSRP Application):

Status of License Only check one option below.

- ORIGINAL PROVISIONAL
- REGULAR
- PROVISIONAL

License Expiration Date:

Total License Capacity:

License Age Range:

List Licensed Rooms by Age Range and Capacity:

Room Name	Ages	Licensed Capacity	Currently Enrolled	Notes

Add an extra sheet for additional rooms as needed.

Is the center or program licensed by LARA to transport children? Only check one option below.

- Yes
- No

Is the center or program licensed to cook meals on-site? Only check one option below.

- Yes**
- No**

If no, what is the plan for meal preparation and service in your GSRP classroom?

Has the center had a Special Investigation from licensing in the past two years with established violations? Only check one option below.

- Yes**
- No**

If so, include a copy of the report.

Hours of Operation:

Number of Stars Currently on Great Start to Quality or Level of Quality:

Program Director Name:

Share a brief description of the GSRP experience of the administrator:

Main Contact for GSRP Grant: (Program Director)

Phone Number with Area Code:

E-mail Address:

Secondary Contact for GSRP Grant: (Business Office Contact)

Phone Number with Area Code:

E-mail Address:

**Section 1 - Center Information**

- A. The length of time the center has been in operation:
- B. Types of programs offered, and ages of children currently served:
- C. Share information on what counties your children generally reside in and if you think you would like to take children from nearby counties. (While we must first serve children who reside in Montcalm County, typically we are able to enroll some children who reside in another county).
- D. *If you believe you would have requests for enrollment from families that reside out of Montcalm County, how many children do you anticipate would be from which other counties?*
- E. Do you provide before and after-school care?
- F. Do you provide transportation, or do you plan to provide transportation?
- G. Does your center have classroom space that is licensed for 8, 16, 18, or 20 children that would be available for your GSRP classroom? Only check one option below.
  - We plan to serve 8 children (one lead teacher)
  - We plan to serve 16 children (one lead teacher and one associate teacher)
  - We plan to serve 18 children (one lead teacher, and one associate teacher)
  - We plan to serve 20 children (one lead teacher, and one associate teacher)

**\*\*Please note:** When funds are available, GSRP typically serves in one classroom 20 children in a full day (School Day) program that operates a minimum of 7 hours per day; with two teaching staff.

Please check which type of GSRP you plan to offer? Only check one option below.

- 4 Half-day (3.5 hours per day) /week for 120 instructional days or**
- 4 school-day (7 hours per day)/week for 120 instructional days or**
- 5 school-day (7 hours per day)/week for 180 instructional days**

How many children are currently being served at your site with a birthdate between September 2, 2019 - December 1, 2020?

- H. Do you accept CDC subsidies? Only check one option below.
  - Yes**
  - No**
- I. How many children are currently enrolled with a birthdate between September 2, 2019 - December 1, 2020 and receive subsidies?
- J. Tell us about your program readiness to serve GSRP children (e.g. what do you feel ready for now, and where do you feel you need support?)

- K. Let us know anything else about your center and especially about your program readiness to serve GSRP children:

## **Section 2 - Education and Experience Qualification**

The following questions are regarding the site's educational components.

- A. What are the current educational/experiential **requirements** for the director and the teacher team at your center?
- B. What is the educational background of the teach teaching team members with the highest level of education that is currently employed in your center? (list all GSRP teaching team members)
- C. Does the center or program currently have a lead teacher with a bachelor's degree in Child Development, Early Childhood, or a ZA/ZS endorsement? (\*A Michigan Department of Education staff requirement). [GSRP Implementation Manual](#)
- D. Only check one option below.
- Yes**
- No, and I understand a lead teacher with the above credentials will be required. \*[Teacher preparation and Compliance plan](#)**
- E. Does the program currently have an assistant teacher with a valid Child Development Associate Certificate (CDA) or an associate degree in Child Development or Early Childhood? (\*A Michigan Department of Education staff requirement.) [GSRP Implementation manual](#) Only check one option below.
- Yes**
- No, and I understand an assistant teacher with the above credentials will be required for GSRP classrooms with 10 or more children enrolled.**
- F. What is your current/proposed pay scale for a teacher?
- G. What is your current/proposed pay scale for an associate teacher?
- H. Please submit current teacher and assistant/associate teacher job descriptions if available.
- I. Are you taking steps to improve your current quality rating/level? If yes, what are the steps and proposed timeline?
- J. Have all your current staff completed the required Licensing Health and Safety Courses? Describe your plan to support new teachers' completion of this requirement.
- K. Is your Center (proposed site) connected to the Western Region Resource Center (WRRC) staff? Please share WRRC contact staff :

## **Section 3 - Curriculum, Child Assessment and Developmental Screening**

The state legislation, the State School Aid Act, authorizing the Great Start Readiness Program (GSRP) requires each program to utilize 'an age-appropriate educational curriculum that is in compliance with the early childhood standards of quality for prekindergarten children adopted by the state board.' The Michigan Department of Education (MDE) additionally requires each program to implement an authentic assessment of each child. Programs are provided with a list

of appropriate comprehensive curriculums and authentic assessment tools from which to choose.

### [MDE GSRP Implementation Manual - Curriculum](#)

A. Which of the following curriculums does your center or program plan to use? Only check one option below.

- Connect 4 Learning**
- \*\*Creative Curriculum This is the only curriculum that the MAISD supports with coaching, training, and resources.**
- Early Foundations - For KinderCare centers only**
- High Scope**
- Montessori**
- Reggio Emilia**
- Project Approach**
- The center or program does not use one of these curriculums and I understand we will need to select one. Please indicate which of the above you plan to implement: \_\_\_\_\_**

B. Describe how you would provide training and support to the GSRP teachers in the use of the curriculum. Please note that if you are choosing Creative Curriculum you can skip this question as the MAISD will be providing these resources. If you are choosing another curriculum please share the source of resources, training, and materials. Please tell us the name of the organization and/or trainer. If you plan to use a state-approved curriculum other than Creative Curriculum, you must submit a plan of the training facilitated by accredited trainers for all GSRP staff during the current school year and a proposed training plan for subsequent years for all GSRP staff.

C. Do you currently use the Ages and Stages Questionnaire as a screening tool at your center? Only check one option below.

- Yes**
- No**

If no, I understand that we will need to connect with Montcalm Area ISD to provide training and support to the GSRP teachers who would be using it.

D. What child assessment(s) do you currently use in your center?

E. Do you currently use My Teaching Strategies/SMART Teach?

- Yes**
- No**

### **Section 4 – Family Involvement**

A. Please describe your current plan for home visits, parent-teacher conferences, and parent partnership/engagement.

B. How would this be handled in the GSRP classroom?



### **Section 5 –Social and Emotional Support and Quality Improvement**

- A. How does your center currently handle students with challenging behaviors?
- B. Do you expel or suspend them?
- C. Do you connect with community resources to support them? If so, how?
- D. If you expelled any children in this current year or asked that they not return, how many?

### **Section 6 –Classroom Coaching and Quality Improvement**

- A. Would the entire program be willing to support the ongoing involvement and continuous improvement plans of an Early Childhood Specialist for the GSRP classroom(s)? (Early Childhood Specialists (ECS) evaluate the local program structure, processes, and outcomes to document program effectiveness; they support the GSRP teaching team for continuous quality improvement.)
- B. What is your plan for working with the Early Childhood Specialist that MAISD would assign to your GSRP classroom?
- C. How would you ensure that the goals for improvement that are set with the ECS coach, teaching teams, and administrators are followed?

### **Section 7 –Recruitment and Enrollment**

- A. What is your plan for recruiting and enrolling eligible children into the program?
- B. How would this build on the MAISDs current recruitment strategies?
- C. Please review the [2024-2025 GSRP MAISD Handbook](#)
  - a. \*\*Programs can make edits if it is changing the appearance and not the content of the handbook without attaining MAISD approval. Do you plan to use this handbook for your GSRP program, make edits to the content prior to use, or use an alternative parent handbook? If you plan to make edits or use an alternative handbook, submit the edits or alternative handbook with your application.

### **Section 8 - Financial Information**

The following questions are in regard to your site's fiscal components.

- A. Accounting Software: Do you currently use accounting software?
  - If you do, what software do you currently use to record and track revenues and expenses? Please include a PDF printout of your most recent revenue/expense report (a financial report from your system that shows budgeted to actual expenditures).
  - If you do not, will you begin using QuickBooks along? If not, what is your plan?
- B. Review/audit of your financial records: Do you currently have a contact that reviews/audits your financial records?
  - If so, provide the contact information and a statement signed by them indicating their current scope of services *for your program at this time*.

- C. Does the center or program utilize a payroll company or system? Only check one option below.
- Yes
  - No, and I understand a company or system will need to be in place.
- D. Does the center or program utilize an accountant or bookkeeper role? Only check one option below.
- Yes
  - No, and I understand an accountant or bookkeeper will need to be utilized.
- E. Does the center or program have an EEM (Education Entity Master) number? Only check one option below.
- Yes. If you have an EEM number, please list it below:
  - No, but I do understand that obtaining one will be required.
- F. Which food reimbursement program is currently being used by the center or program? Only check one option below.
- CACFP (Child and Adult Care Food Program)
  - NSLP (National School Lunch Program)
  - Mid-Michigan
  - None currently, and I understand the program will be required to apply.
  - Other:

**Section 9 - Required Application Attachments (incomplete application packets will not be reviewed):**

- A. Copy of any LARA Special Investigation reports with established violations from the last two years, if applicable.
- B. Signed [assurances and certifications](#) issued by state of Michigan (sign and date anywhere on the last page)
- C. A copy of your current enrollment packet and guidance or discipline policy
- D. Current teacher and assistant/associate teacher job descriptions if available
- E. A copy of one of the following:
- F. A statement that you will use the MAISD GSRP Handbook as is
- G. A statement that you will use the MAISD GSRP Handbook with edits and a copy of the edits you would make
- H. Current Year Total Budget (may include total for all programs operated but also separate out information for program/site where wish to place GSRP).
- I. Percent of revenue in current budget from all sources used to operate the specific GSRP classroom (tuition, state subsidies, grants). Please list any other grants, purpose and amounts of those grants that you have previously received. (Note that your Current Year Total Budget referred to above may include or show this. If so, you do not need to submit two separate documents. It just needs to be clear what the percentages are from your different program sources.)

## **Application Directions and Additional Information**

- A. The completed **Application with answers to all questions (program and financial), attachments, and financial information** for GSRP grant funding are due by midnight on **the 1st of each month**. *This grant Application must be emailed to [cocconnor@maisd.com](mailto:cocconnor@maisd.com) by that deadline.* Applications received after the 1st of the month may be reviewed in the next month's cycle. If you wish to have an electronic copy of the grant application emailed to you, please contact the Early Childhood Contact at the email address above. The answers to the questions included in the grant should total no more than 20 pages with a 12-point font.
- B. Site visits will be scheduled with finalists the two weeks following the application deadline. Programs currently operating GSRP in other counties may also have visits to at least one of those sites.
- C. Final decisions will be made and all applicants notified on or before January 1<sup>st</sup>, 2025 of priority placement.
- D. Actual awards will be made after the MAISD receives its allocation for School Year 2024-25 from MiLEAP.
- E. An [Appeal Process](#) is available for programs not receiving the desired allocation.
- F. If there are no qualified applicants, no award will be made.
- G. If there are additional questions or support needed after reviewing the information on please email [coconnor@maisd.com](mailto:coconnor@maisd.com) [Frequently Q&A](#)

***This required GSRP Grant Application for School Year 2024-25 is due electronically via email as an attached document) by the 1st of each month, before midnight.***

**Submit all these required items to [coconnor@maisd.com](mailto:coconnor@maisd.com)**