



State of New Jersey

DEPARTMENT OF EDUCATION
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JON S. CORZINE
Governor

LUCILLE E. DAVY
Commissioner

September 26, 2008

TO: Chief School Administrators

FROM: Ellen Wolock, Ed.D., Director
Office of Preschool Education
Division of Early Childhood Education

SUBJECT: Submission of the Five-Year Preschool Program Plan

Please note the following clarifications for the planning and preparation of your Five-Year Preschool Program Plan.

All school districts should complete and submit the five-year preschool program plan as described in the letter to all superintendents dated August 13, 2008 and in the Five-Year Preschool Program Plan instructions. However, not all districts will need to complete all sections. For example, a district with an estimated universe of zero and no district information to the contrary, will only have to fill out the Enrollment Projections Workbook (with zero's filled in), the District Information page, and question number two of the Outreach/Program Delivery section.

A school district with a very small projected universe of eligible children should complete only the relevant portions of the Five-Year Preschool Program Plan and describe how the preschool program will be provided. This description might include a written agreement with another school district, or an agreement with a community provider indicating that the provider is willing and able to serve any eligible preschool children.

Also, please share the following attached documents with staff responsible for the development of the Five-Year Preschool Program Plan:

- List of model preschool programs for site visits;
- Sample program evaluation surveys; and
- Sample recruitment and outreach materials.

If you have questions regarding this memo, please contact the Division of Early Childhood Education at (609) 777-2074.

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Attachment

c: Members, State Board of Education
Commissioner Lucille E. Davy
Willa Spicer
John Hart
Senior Staff
Jacqueline Jones
Kim Belin
Executive County Superintendents
Members, NJ LEE Group
Garden State Coalition of Schools
David Joye