



ADDENDUM APPLICATION

Public School Prekindergarten Programs

The addendum application is for changes from the original application:



1. Elimination of a site and/or program.
2. Change of address or name change per site and/or program.
3. New eligible* programs/sites/partnerships within the same public-school district from an original application – fill out additional information on page two.

Program Identification Information

School District/Charter School Name:		School District Number:	
Program Address:			
City:	ZIP Code:	County:	
Primary Contact Name:		Primary Contact Phone Number:	
Primary Contact Email Address:			

Site Information – The “Site Name” will be consistently used as “Prekindergarten at (each building/school name).” In most cases, there will only be one Rating per building location. However, districts or charters with extended-day or wrap-around child care services or have a portion of the program that may utilize child care assistance will need to be classified with multiple Parent Aware sites in one building. Certified Centers must be identified below using their legally certified name.

Districts and charter schools in a mixed delivery partnership should use the same site name as their partner when services will be provided at the same location/

If more than one site change, add additional rows or attach a separate document.

Closed and not reopening

Site Name:	DHS License / Certification Number (if applicable):
Full Address:	Child Care Assistance Program (CCAP) funds? If yes, enter MEC² #

Moved locations from one site to another

Previous Site Name:	DHS License / Certification Number (if applicable):
Full Address:	Child Care Assistance Program (CCAP) funds? If yes, enter MEC² #
New Site Name:	

Full Address:	Child Care Assistance Program (CCAP) funds? If yes, enter MEC ² #
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Adding a new site, program, or partner

Site Name:	DHS License / Certification Number (if applicable):
Full Address:	Child Care Assistance Program (CCAP) funds? If yes, enter MEC ² #

New Site Curriculum & Assessment Information

List Name(s) of [Curriculum](#) Used in Program: _____

If your Curriculum is not on the approved list, complete the [Curriculum Nomination Form](#).

Is the Curriculum tool(s) listed above used in all programs, sites, and classrooms? Yes No

If you answered NO, explain: _____

List Name(s) of [Assessment Tool\(s\)](#) Used in Program: _____

If your assessment is not on the approved list, complete the [Child Assessment Nomination Form](#).

Are the assessment tool(s) listed above used in all programs, sites, and classrooms? Yes No

If you answered NO, explain: _____

New Site Staff Development Information

District and charter schools that earned an Automatic Rating are exempt from submitting new site staff development information.

Individual lead staff are required to submit training verification in the last five years from the date of signature. Provide teacher’s name, training, and hours on the [Parent Aware Training Inventory](#). State of MN age appropriate licensed teachers are required to submit a copy of their teacher license, along with 10 hours of training related to assessment.

Non-state of MN licensed teachers are required to submit 10 hours of training related to curriculum and 10 hours of training related to assessment. You will need to provide documents of the training for each individual.

Verification of Information

By signing below, I verify that all information provided in this application is valid and accurate. *Public school districts must follow the Minnesota statutes 124D.15 (subd. 3, subd. 10) program and supervision requirements.

Public School District Coordinator/Administrator

Print Name

Signature

Date

Charter School Director

Print Name

Signature Date

Scan and email completed Addendum Application and Participation Agreement to:
Support@parentaware.zendesk.com