

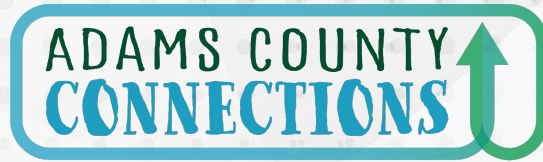
Connecting Families to Early Childhood Resources



# **Adams UPK Information Session and Office Hours**

April 2025





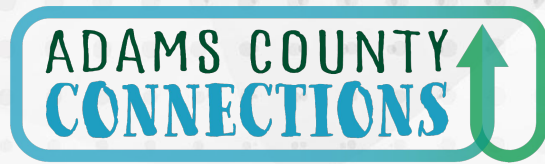
Connecting Families to Early Childhood Resources

## MISSION:

Adams County Connections aligns organizations and resources to ensure high quality early childhood service delivery is seamless for families, providers, and most importantly, children.

## VISION:

Every young child in Adams County has equitable access to high quality early childhood education and care that sets them on a path to success.

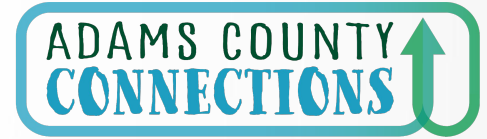


## VALUES:

*Connecting Families to Early Childhood Resources*

- **We Partner:** We recognize all members of the Adams County community as valued allies in supporting our youngest residents, welcoming their ideas, contributions and collaborations with open arms.
- **We communicate:** We value human connection and will always personally respond to questions, requests, emails and calls.
- **We support quality childhood experiences:** We work to have all Adams county youngest learners in a high quality preschool experience
- **We value those who dedicate their lives to serving children:** We recognize the hard work that goes into caring for our youngest residents and find ways, big and small, to acknowledge, validate, and celebrate their impact.
- **We empower:** We continue to support partners, families, and communities until they are confident and equipped with the capacity to thrive on their own.
- **Continuous improvement:** We see challenges as learning opportunities, and continually evolve to better serve children, families, communities, and partners.
- **Empathy:** We strive to recognize and understand the perspectives, feelings and lived experiences of others, including *and especially* those most different from ourselves, and give one another grace.
- **Justice and Equity:** We affirm the dignity and worth of each member of our community, while recognizing and working to combat the structural forces (such as racism) that have harmed some groups while benefiting others.

# Introductions, Purpose and Objectives



Connecting Families to Early Childhood Resources

## Introductions and Purpose

- Provide local support to providers participating in the UPK program.
- Share the most recent updates from CDEC and answer provider questions.

## Objectives

- To create a safe space for providers where they can share experiences and build relationships with Adams County Connections LCO staff and other providers within our catchment area.
- To promote networking, best practices and collaboration among participants.



# ***Welcome!***

**Space Kids Academy  
Little Bosses Childcare Center  
Bundles of Babies II  
4 seasons Early Learning Center  
Kallie Heinz  
Rosemarie Regan**

# Universal Preschool Colorado

Provider Updates April 2025



**COLORADO**

Department of Early Childhood



# Topics

- Reminders
- 2025/2026 Direct Enrollment
- Editing Your Provider Profile
- 2024/2025 Expenditure Reporting
- Awarded Supplemental Hours eligibility for 2025/2026
- Edit Seat Count During Direct Enrollment
- 2025-2026 Provider Agreement
- Provider Resources
- Marketing Resources



**COLORADO**

Department of Early Childhood

# Reminders



**COLORADO**  
Department of Early Childhood



# CDEC Office Hours

- Community (including FCCH) Provider office hours with simultaneous Spanish interpretation have been scheduled as follows:
  - 1st Tuesday of each month at 6pm:  
<https://us02web.zoom.us/j/83557451399>
  - 4th Monday of each month at 1pm:  
<https://us02web.zoom.us/j/88949693259>
- School District office hours have been scheduled as follows:
  - 3rd Thursday of each month at 4pm-  
[meet.google.com/jpw-svxi-qsv](https://meet.google.com/jpw-svxi-qsv)
- AU office hours have been scheduled as follows:
  - 2nd Tuesday of each month at 2pm-  
[meet.google.com/vxn-siwg-zed](https://meet.google.com/vxn-siwg-zed)



# Colorado Universal Preschool Help Desk

Parents, providers, and LCOs can now reach the help desk team by:

- Submitting a ticket request form at [help.upk.colorado.gov](https://help.upk.colorado.gov)
- Emailing [universalpreschool@state.co.us](mailto:universalpreschool@state.co.us)
- Calling 303-866-5223



**COLORADO**  
Department of Early Childhood

# 2025/2026 Direct Enrollment Has Started!



**COLORADO**  
Department of Early Childhood



# Direct Enrollment 25/26

Direct Enrollment for non-IEP families starts April 1st and will go through the rest of the program year.

This means the matching rounds are complete, and you will now see selected students in your matched tab. This tab will include all applications submitted since March 6th, families looking for a change in placement since the matching rounds ended, and any new applications submitted through the end of the 25/26 school year.

The process for direct enrollment can be found in the [provider handbook](#) under the section titled *Direct Enrollment: Provider Process Steps*.

As a reminder, providers do not get notifications for selected students and must check the provider portal.



**COLORADO**  
Department of Early Childhood

# 2025/2026 School Year



**COLORADO**  
Department of Early Childhood

## Non-IEP Direct Enrollment:

Beginning April 1st until the end of the 2025-26 school year direct enrollment for non-IEP families will occur directly through providers.

## IEP Registration:

December 2024 through the end of the 2025-26 school year: As families whose children have IEPs submit their applications starting in December, they are assigned to an AU. Starting in January 2025, the AU can place the student into a program using the Program ID through the AU Portal.

March 2025 through the end of the 2025-26 school year: Special Education Administrative Units (AUs) and school districts will request placement of students in accordance with their IEPs and CDEC will support direct upload of those identified placements. Providers will accept matches within 2 weeks of receiving a match; families will have until the start of the school year to accept matches.



# Enrollment Forms

The enrollment forms for the 2025-2026 Program Year are now ready to be completed! You can begin enrolling children once families have accepted their match and are in “accepted” status. You will be asked to verify age eligibility based on your program’s cutoff date before enrolling children.

Detailed steps for completing the enrollment form can be found in the [provider handbook](#) under the section titled *Enrollment: How to complete the enrollment form.*



# Enrollment Forms

The 2025-2026 enrollment form has changed in the following ways:

**Removed:** Confirmation of participation in CCCAP and Head Start.

**Added:** Provider verification of eligibility. The text states: I have confirmed that this child meets eligibility requirements to enroll in my program based on their date of birth and my program's established cutoff date. I understand that providing false or inaccurate information may affect payments to include reconciliation of overpayments. For children with IEPs- Please check the box that eligibility has been confirmed as confirmation occurred through the AU placement process. The check box states: Yes, I have verified this child meets eligibility requirements.



# Editing Your Provider Profile



**COLORADO**  
Department of Early Childhood



## Editing Your Provider Profile

You will notice a change in accessing the edit feature of your Provider Profile. You will now click on the pencil icon next to the location name you wish to edit. A screenshot is below for reference.



Click the pencil icon to edit the profile for your location



# 2024/2025 Expenditure Reporting



**COLORADO**  
Department of Early Childhood



# 2024/2025 Expenditure Reporting



COLORADO  
Department of Early Childhood

Be sure you have access to the Metrix enroll portal and funding reports from August 2024-February 2025. For questions, please email [coupkpayments@metrixiq.com](mailto:coupkpayments@metrixiq.com) and guidance documents are linked below.

- [Expenditure Memo](#)
- [Expenditure Reporting FAQs](#)
- [2024-25 Quarterly Expenditure Template & Tools](#) (Q1/Q2 due March 30)

The Provider Expenditure Reporting Process is now available in [Metrix Enroll](#) on your dashboard.

Expenditure Reporting will occur quarterly on the schedule below:

- Quarter 1 (Q1) - August - November (Due March for 2024/25)
- Quarter 2 (Q2) - December - February (Due March)
- Quarter 3 (Q3) - March - May (Due June)

# 2024-2025 Expenditure Reporting Continued...



COLORADO  
Department of Early Childhood

Please follow the steps below to submit your Universal Preschool expenditures report. [Click here](#) for visuals on the detailed step-by-step process.

## Please note ~

- You can click “Save” *bottom right hand* and return later to edit your report
- You will receive an alert if multiple users are editing the same report at the same time. We suggest only one person work on the report at a time to ensure data is not overridden.
- You can click, “Mark As Complete” *bottom left hand* to show the report is complete and no further edits are needed
- You can Download a copy of your report by clicking “Download” *bottom left hand*

Should you have any questions around your Universal Preschool expenditures report or logging into Metrix Enroll, please [submit a request here](#).

# Expenditure Reporting

## PROCEDURE

- Provider Expenditure Reporting Process is now available in Metrix Enroll on your dashboard. Expenditure Reporting will occur quarterly on the schedule below:
  - a. Quarter 1 (Q1) - August - November (Due March for 2024/25)
  - b. Quarter 2 (Q2) - December - February (Due March)
  - c. Quarter 3 (Q3) - March - May (Due June)
- Login to your Metrix Enroll account (same account you access your UPK monthly payment reports)
  - a. Click Expenditure Reports >> Choose the School Year and Quarter
  - b. You will be submitting each Q1 and Q2 in two separate submissions
- The templates provided by CDEC are for your records and will not be uploaded in this submission

# Expenditure Reporting

## PROCEDURE



[Documents](#) [Reporting](#) [Payment Setup](#) [Support](#)

JD

### Dashboard

#### Documents

View the list of documents and download individual documents.

[Documents >](#)

#### Expenditure Reports

View the list of expenditure reports and download individual reports.

[Expenditure Reports >](#)

#### Payment Setup

Provide your banking information for the account you wish to receive Universal Preschool payments.

[Payment Setup >](#)

#### My Profile

Update your name, password, phone number or 2FA settings.

[My Profile >](#)

#### Payment Reports

View



**COLORADO**  
Department of Early Childhood

[Documents](#) [Reporting](#) [Payment Setup](#) [Support](#)

JD

### Report Expenditures

School Year \*

2024-2025

Quarter \*

Q3: Mar-May

#### Expenditures - Universal Preschool Program Revenues-Only

Expenditure Category	Description / Notes	Expenditure Amount
Instruction		\$ 0.00
Classroom Planning		\$ 0.00
Child Assessment/Evaluation		\$ 0.00
Staff Training Costs		\$ 0.00
Curriculum		\$ 0.00
Supplies		\$ 0.00
Support Services for Instructional Staff		\$ 0.00
Administrative Costs		\$ 0.00
Food Services Operations		\$ 0.00
Operations & Maintenance of Location		\$ 0.00

Total \$0.00

[Start Report](#)

# Awarded Supplemental Hours Eligibility for 2025/2026



**COLORADO**  
Department of Early Childhood





## Awarded Hours Eligibility for 25-26 family applications

For the 2025-26 school year, verification letters were last sent out on March 3rd and will now be sent out bi-weekly. Provider Enrollment Reports will now show if a family's eligibility has been verified in the column titled "Supplemental Hours Award." The following slides include detailed information regarding family notification and reading your enrollment report. Ensure you check this report to reference who has been awarded supplemental hours.

Please attend any of the Provider Office Hours (mentioned in slides above) for any questions regarding these eligibility awards.

# Awarded Hours Eligibility for 25-26 family applications



**COLORADO**  
Department of Early Childhood

## What you need to know:

Before each matching round and biweekly throughout direct enrollment, we will send the communication below to the following groups:

**Families eligible for supplemental hours:** These are families who submitted their application within the validation window and meet 270% FPL (Federal Poverty Line) income, plus one additional qualifying factor. 270% FPL (Federal Poverty Line) Income plus one additional qualifying factor.

**Families ineligible for supplemental hours:** These are families who do not meet the 270% FPL (Federal Poverty Line) and/or do not have any other qualifying factors, but have selected at least one full or extended day option.

### Eligibility Notification Schedule:

- January 27th by 5pm: Families who submitted their application by 10:00 AM on 1/22/25.
- February 3rd by 5pm: Families who submitted their application between 1/22/25 and 10:00 AM on 1/31/25.
- March 3rd by 5pm: Families who submitted their application between 1/31/25 and 10:00 AM on 2/28/25.
- Notices will be sent bi-weekly after the March 3rd Notice.

# Awarded Hours Eligibility for 25-26 family applications



**COLORADO**  
Department of Early Childhood

## How do I see which of my students qualify for supplemental hours?

Matched/Enrollment Status reports will now have a new column titled “Supplemental Hours Award.”

### Column names & meaning

- **Child Eligibility: Hours Per Week (HPW)** - this was already included = # of hours per week the student is **ELIGIBLE** for
- **Supplemental Hours Award - new** = student has been verified for supplemental hours
  - If the value in that column is “TRUE,” the child’s eligibility for 30 hours has been verified and the family has/will soon be notified. Any other value or lack of value means they are not yet eligible for 30 hours.
- **Supplemental Hours Award Date - new** = this is the date of the determination

No matter the order of the numbers of the HPW, the child is eligible for all hours including the highest number listed in the report. These values indicate the number of hours per week the child is eligible for, such as:

- 10 HPW = Eligible for up to 10 hours of free preschool per week
- 10 HPW, 15 HPW = Eligible for up to 15 hours of free preschool per week
- 10 HPW, 15 HPW, 30 HPW = Eligible for up to 30 hours of free preschool per week

# Awarded Hours Eligibility for 25-26 family applications



**COLORADO**  
Department of Early Childhood

How do I see which of my students qualify for supplemental hours?

Choose the program year from the drop down menu

Click the menu icon to download your report into a CSV file.

A screenshot of the CDEC web application interface. At the top, there is a purple header bar with a white dropdown menu showing '2024-2025 Colorado Universal Preschool'. Below the header, the word 'Matched' is displayed. Underneath, there is a search bar with a magnifying glass icon and the text 'Search interested families and children by name or child ID'. At the bottom of the interface, there is a row of buttons: 'Select all', a pagination control showing '< 1 2 >', a 'Location' dropdown, a 'Selected' dropdown, a three-dot menu icon, and an 'Invite' button with a plus icon.

# Edit Seat Count During Direct Enrollment



**COLORADO**  
Department of Early Childhood



# Program Seats: Edit seat counts by type

## How to edit seat counts by type

The ability to adjust seats is only to be available during the direct enrollment phase of each school year. Providers have the ability to add to the number of seats by type directly through the provider portal to ensure accurate information is presented to families.

To edit seats by type:

1. From the locations tab, Select the three dots next to the program name for the program you'd like to adjust, and then select "edit seats"
2. In the resulting pop up, select the plus (+) sign to add seats
3. Click Save to save the seat change

If you do not see the "Edit Seats" functionality, it is not currently enabled - please contact your LCO. If you are interested in **removing seats**, please work with your LCO as defined in the provider handbook.

*\*NOTE- For the 25/26 school year during Direct Enrollment Providers can adjust seats by adding seats on their own, or by connecting with their LCO to remove seats. If you need support with other seat adjustments please reach out to your LCO.*

The screenshot displays the 'Universal Preschool' provider portal interface. At the top, navigation tabs include 'Locations', 'Requests', 'Matched', and 'Students'. The main header shows the provider's name, 'Stout Street Children's Center', and address, '721 19TH ST UNIT B65, DENVER'. A table below the header shows seat counts for different categories: Selected (3), Matched (0), Placed (0), Waitlisted (0), and Enrolled (5). The 'Programs' section lists two programs: 'Extended Day: 41+ Hours per week' and 'Standard'. The 'Extended Day' program is selected, showing a modal window with seat counts: 1 reserved + 5 available = 6 total for IEP seats, and 2 reserved + 18 available = 20 total for Standard seats. The modal includes a 'Save' button and a 'Cancel' button. Three orange callout boxes with numbers 1, 2, and 3 point to the three dots menu icon, the plus sign button, and the Save button, respectively. The top right corner shows the user's name, 'Alex Winston', and a language dropdown set to 'English'.

UNIVERSAL PRESCHOOL

Locations Requests Matched Students

English Alex Winston

**Stout Street Children's Center**  
721 19TH ST UNIT B65, DENVER

Selected 3 Matched 0 Placed 0 Waitlisted 0 Enrolled 5

**Programs**

Extended Day: 41+ Hours per week  
1 students / 6 IEP seats  
2 students / 20 Standard seats

Register for the 2025 Universal Preschool Program ( )  
Complete this form to register as a participating provider with UPK C

**Test Location 1**  
Location unknown

1. Select three dots

2. Add Seats

3. Save

# 2025/2026 Provider Agreement



**COLORADO**  
Department of Early Childhood

# 2025/2026 Provider Agreement



**COLORADO**  
Department of Early Childhood

Thank you for engaging with the Colorado Universal Preschool Program. On a yearly basis, the Colorado Department of Early Childhood (CDEC) must enter into new agreements with providers that clarify the responsibilities of CDEC and those of providers as they work together to enroll children into the Colorado Universal Preschool Program.

An email with information about the 2025-26 Provider Agreement has been sent to your organization's designated Authorized Representative. This individual may be a CFO, Superintendent, business official, or another leader authorized to sign the contract.

If you are not the Authorized Representative, please reply to the Welcome email sent from the CDEC procurement team and identify the correct individual who should serve in this capacity. Be sure to include that individual in your email response.

# 2025/2026 Provider Agreement



COLORADO  
Department of Early Childhood

An additional change this year is in how providers will submit their required documentation for contracting to CDEC.

This [2025-26 Colorado Universal Preschool Program - Provider Interest Form](#) will guide providers through questions that will determine their Colorado Secretary of State registration requirements, insurance requirements, and will act as the system of record for affirmation of acceptance of the terms of the agreement. The submission of this Google form is required for all providers, and will capture all of the items required for contract execution.

For Private Providers(Sole Proprietors and all privately owned businesses):

Click the links to review the [agreement](#) and the [informational slide deck](#).

For Governmental Entities ( school districts, counties, and some public higher education programs):

Click the links to review the [agreement](#) and the [informational slide deck](#).



# Exhibit A - Private Providers

## What is Exhibit A?

- Exhibit A outlines the operational, financial, and compliance requirements for private preschool providers participating in the Universal Preschool Program.
- Defines the expectations that ensure program integrity, quality, and alignment with state regulations.
- Establishes clear funding, attendance, and reporting requirements to support a smooth and equitable process.

## Key Responsibilities for Private Providers

- Enrollment and Attendance Tracking
- Providers must report attendance accurately to receive monthly payments.
- The final enrollment deadline is May 15—no new enrollments are permitted after this date.

## Payment Structure

- Payments are made in arrears, meaning providers receive funds after services have been provided and verified.
- Payment rates are based on verified enrollment, and no upfront payments will be issued unless explicitly approved.

## Compliance and Program Integrity

- Providers must follow state licensing requirements and ensure staff meet credentialing standards.
- Regular reporting is required to verify compliance with funding and program guidelines.
- The State is committed to working with providers to support successful implementation of program requirements.
- Why This Matters
- Ensures consistent and reliable funding based on actual enrollment and attendance.
- Maintains quality standards for all participating preschool providers.
- Reduces the risk of funding discrepancies or compliance concerns by establishing clear expectations.

# Exhibit A - Private Providers (continued)

## Payment Schedule

- Four-Year-Olds and Children with Individualized Education Programs (IEPs)
  - Payments will be made in arrears on a monthly basis, based on verified enrollment and attendance.
  - May 15 is the final date for enrollment, and no additional enrollments will be allowed after this date.
  - Pre-payment may be available in limited cases where there is a demonstrated financial need. Providers seeking pre-payment must submit a request no later than July 25 for consideration. Request will be submitted via a Google Form (instructions to follow).
  - Payments will be processed on the 15th of each month.

## Financial and Payment Policies

- Funds are distributed monthly in arrears and aligned with the established provider rate structure outlined in the contract.
- Funds must be used exclusively for preschool program operations, including instructional costs, staffing, and facility needs.
- Providers may not charge families for services covered by state funds unless explicitly permitted in the agreement.

## Staffing and Licensing Requirements

- Private providers must comply with all state licensing and staff credentialing standards.
- Background checks and training must be current for all staff working with children.
- Providers must adhere to state-mandated teacher-to-student ratios and safety protocols to maintain program compliance.

# Exhibit A - Private Providers (continued)

## Program Requirements

- The below language appears in Exhibit A, program Requirements as item #6
  - Provider shall utilize the CDEC-provided Colorado Preschool Program links and websites developed and administered by the State when advertising, registering, and enrolling children and families in the Colorado Preschool Program. In advertising, registering, and enrolling children and families in the Colorado Preschool Program, Provider will direct families to the CDEC-provided Colorado Preschool Program links and websites developed and administered by the State. Provider shall refrain from utilizing their own application system in lieu of or in addition to the Colorado Preschool Program's Application System when enrolling children in the Colorado Preschool Program.
- The modifier “in the Colorado Preschool Program” was included to make it clear that paragraph 6 only applies to the applying/enrolling in the Colorado Preschool Program; it does not apply to enrollment with the provider. Any provider specific databases for tracking enrollment and attendance, gathering necessary student information, etc. are not implicated by paragraph 6. Paragraph 6 does not preclude a provider from providing information on their websites both referring families to the CDEC website for applying for the Colorado Preschool Program and then also explaining the providers's enrollment processes for all students pre-K through 12th grade. Those are two separate enrollment processes. Paragraph 6 requires families to apply for the Colorado Preschool Program through CDEC, but it is not regulating the process providers require from their families outside the enrollment in the Colorado Preschool Program (i.e., the process to get the families set up with the provider after being matched with the provider).

## State Oversight and Accountability

- The State has the right to audit provider records to ensure funding compliance and proper use of resources.
- Providers must retain financial and attendance records for at least three years to comply with audit standards.
- If compliance concerns arise, the State will work with providers first to address and resolve any issues before taking further action.

## Key Takeaways

- Accurate enrollment and attendance reporting ensures providers receive timely and correct payments.
- Funds must be used appropriately—misuse can lead to repayment obligations or adjustments.
- The State is committed to supporting providers through clear guidance, training, and technical assistance to ensure a successful program year.

## **From Draft 25-26 Agreement Exhibit A**

### **Attendance and Reimbursement**

5. Should an eligible child cease enrollment or otherwise withdraw, Provider must notify CDEC within ten (10) Business Days of such withdrawal through the Colorado Preschool Program's Application System, and must inform CDEC of the reason for the withdrawal. In addition to a family notifying a Provider that an eligible child has ceased enrollment or otherwise withdrawn, an eligible child is deemed to have ceased enrollment or otherwise withdrawn if they have been absent without explanation from Provider's program for fourteen (14) consecutive calendar days, or, the family attempts to enroll the child at a different Colorado Preschool Program provider via the Colorado Preschool Program's Application System.



## **Automatic Renewal of Contract**

1. If, by June 1 of each year, Provider has obtained a quality rating of three (3), four (4), or five (5) from CDEC's Colorado Shines Quality Rating and Improvement System (QRIS), then at the end of the Term of this Contract, this Contract shall automatically renew for an additional additional one (1) year period unless either Party provides the other Party with written notice of its intent to terminate this Contract thirty (30) days prior to expiration of the then-current Term. Providers will be notified by email to the authorized representative. Should the provider obtain a quality rating of three (3), four (4), or five (5) in the 2026/2027 year, the Contract shall automatically renew for an additional additional one (1) year period unless either Party provides the other Party with written notice of its intent to terminate this Contract thirty (30) days prior to expiration of the then-current Term, not to exceed a maximum term of June 30, 2028.

2. If, by June 1 of each year, Provider has established a quality rating of one (1) or two (2) from CDEC's Colorado Shines , this contract shall not automatically renew. Providers will be notified by email to the authorized representative.

---

In accordance with 8 CCR 1404-1 rule section 4.109(E), Provider must comply with the requirements of section 22-33-106.1, C.R.S., regarding the limited **circumstances under which Provider may suspend or expel a child enrolled** in the Colorado Preschool Program.

**Colorado Revised Statutes 22-33-106.1. Suspension--Expulsion--Preschool through Second Grade.**

**(b)** "Enrolling entity" means:

**(I)** A community-based preschool program that includes students who are funded through the "Colorado Preschool Program Act", article 28 of this title 22, as it exists prior to July 1, 2023, or through the "Colorado Universal Preschool Program Act", part 2 of article 4 of title 26.5, or students who are funded with state or federal money to educate children with disabilities;

**(II)** A school district; or

**(III)** A charter school.

**(2)** Notwithstanding any provision of this article 33 to the contrary, an enrolling entity may impose an out-of-school suspension or expel a student enrolled in preschool, kindergarten, first grade, or second grade only if:

**(a)** The enrolling entity determines that the student has engaged in conduct on school grounds, in a school vehicle, or at a school activity or sanctioned event that:

**(I)** Involves the possession of a dangerous weapon without the authorization of the public school or enrolling entity, if different;

**(II)** Involves the use, possession, or sale of a drug or controlled substance, as defined in section 18-18-102 (5); or

**(III)** Endangers the health or safety of others;

**(b)** The enrolling entity determines that failure to remove the student from the school building would create a safety threat that cannot otherwise be addressed; and

**(c)** The enrolling entity, on a case-by-case basis, considers each of the factors set forth in section 22-33-106 (1.2) before suspending or expelling the student. The enrolling entity shall document any alternative behavioral and disciplinary interventions that it employs before suspending or expelling the student.

**(3)** If an enrolling entity imposes an out-of-school suspension on a student who meets the criteria specified in subsection (2) of this section, the out-of-school suspension shall not exceed three school days unless the executive officer or chief administrative officer of

# 2025/2026 Provider Agreement



COLORADO  
Department of Early Childhood

## PROCEDURE

- ALL Providers must have this [Google Form](#) submitted with their information and all documents (required to submit)
- Once the Google Form has been submitted a Docusign will be sent for your signature
- Once all parties have signed, you will receive your completed agreement
- No payments will be made until the agreement has been signed and completed
- Office Hours to be scheduled with the procurement team to answer any questions that arise

# Provider Resources



**COLORADO**  
Department of Early Childhood





## Provider Resources

- [2024-25 Provider Handbook](#)- Updated 03/20/2025
- [UPK Family Handbook](#)-Updated 03/20/2025
- [CDEC Website](#) and the [Colorado Universal Preschool Newsletter!](#)
- Stay connected with CDEC
  - [To sign up for updates or to access your subscriber preferences, click this link](#)



# Common Questions

# Hours

## Provider Handbook page 7:

PRESCHOOL SERVICE is as follows:

- a minimum of 10 hours per week is considered "part-time" requiring at least 360 hours of direct services per program year.
- a minimum of 15 hours per week is "half-day" requiring at least 450 hours of direct services per program year
- a minimum of 30 hours per week is "full-day" requiring at least 900 hours of direct services per program year.

# Teacher Credentials

## SOS 8 CCR 1404-1 Link to Rules

D. Qualifications for lead teachers.

1. Eligible preschool providers must ensure that all teachers, educators, or other employees are qualified in accordance with their applicable requirements identified in the “Rules Regulating Child Care Centers” located in 8 CCR 1402-1, rule section 2.216; or in accordance with the primary provider’s license type for a Family Child Care Home, and the “Rules Regulating Family Child Care Homes” located in 8 CCR 1402-1, rule sections 2.311 through 2.315.

8 CCR 1402-1: e. A current early childhood professional credential level II or higher in version 3.0 as determined by the Department;

# Curriculum

## SOS 8 CCR 14. Link to Rules

### **Learning Approaches.**

1. Beginning July 1, 2025, and continuing thereafter, all eligible preschool providers must
  - utilize an early learning and assessment approach approved and included in the Resource Bank by the Department, and that:
    - a. Aligns with the Colorado Early Learning and Development Guidelines and the Colorado Academic Standards;
    - b. Uses assessment findings for instructional decision-making;
    - c. Is culturally, developmentally, and linguistically appropriate; and
    - d. Is inclusive of and appropriate for the diverse needs of each individual learner.



## Resource Bank

- LCO's were given an update that it would be live July 1 for the field

# Registration and Fees

- CDEC after the last two office hours is working to clarify for the field questions/concerns around allowable costs to families.
- Updates pending -

# Source of Truth:

- ***Signed*** Agreements
  - (For Review Only)
- Rules - Code of CO Regulations
  - Process
  - Draft vs. Adopted (Rule Folder)

[SOS 8 CCR 1404-1 Link to Rules](#)

# Updated Marketing Resources



**COLORADO**  
Department of Early Childhood

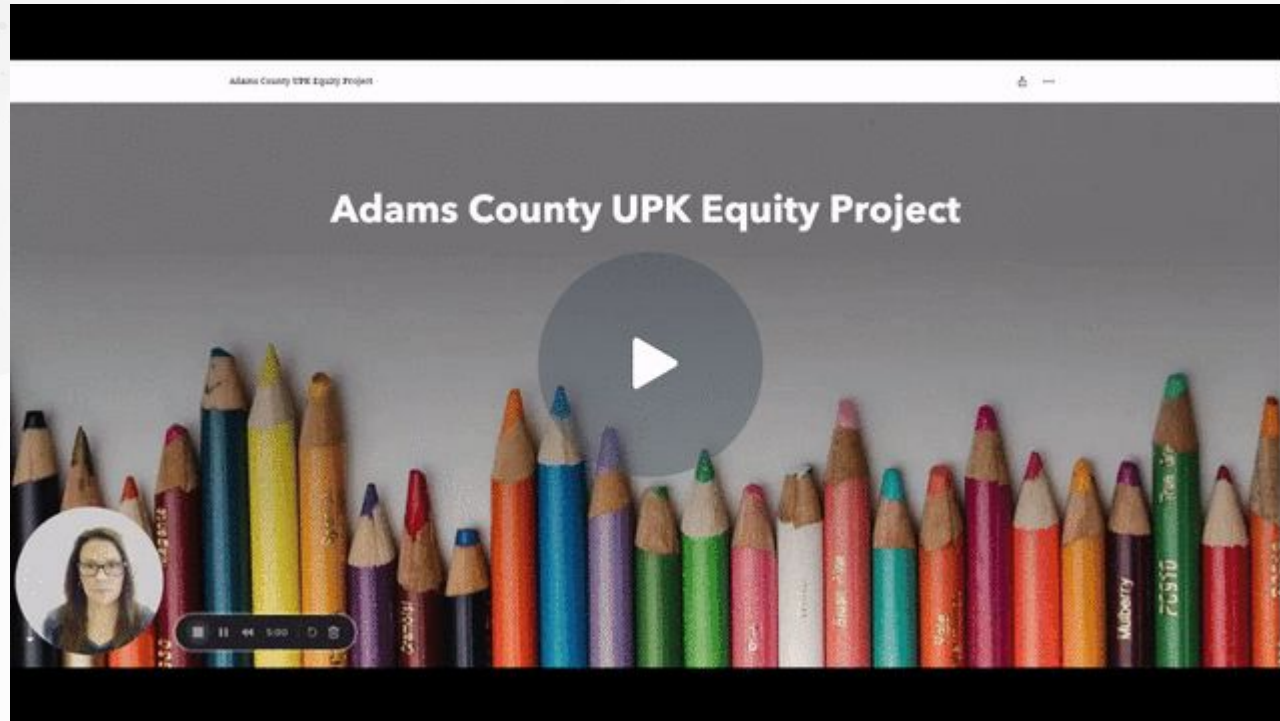


## Marketing Resources

- This updated [Multi-Lingual Toolkit](#) provides a range of ready-to-use marketing materials to help you plan, execute, and refine your UPK Marketing strategy! These resources are tailored to boost visibility, engage your audience, and drive enrollment across various platforms and customer segments, ensuring effective outreach to your targeted audience.
- Get started by sending your banners, posters and flyers to your personal or professional printer.
- Some of the materials even allow you to customize them by adding your contact information.







**Agreement/Contract Questions:**

[cdec\\_procurement-contracts@state.co.us](mailto:cdec_procurement-contracts@state.co.us)

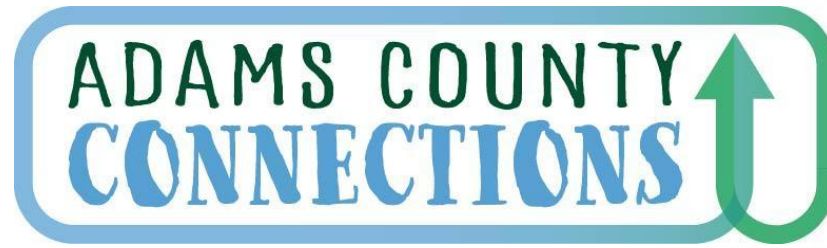
**Payment questions: [UPK Payment Helpdesk](#)**

**CDEC Feedback Submissions: [CDEC Feedback](#)**

\*\*also in our signature lines

**Our best initial contact is the Help Desk:**

- **[Adams UPK Helpdesk](#)** (preferred)
- Phone: 303-866-5223



*Connecting Families To Early Childhood Resources*

**Mark your Calendar!**

Adams UPK Monthly Information Meeting  
Wednesday, May 21  
1:00 - 2:00pm



[Register Here](#)

A woman with long brown hair, wearing a purple shirt, is sitting at a table and reading a colorful book to a group of young children. The children are sitting around the table, looking at the book. The background shows a classroom setting with shelves of books and a clock on the wall. The text "THANK YOU. Questions?" is overlaid on the image in a large, white, sans-serif font. The word "THANK YOU." is in white, and "Questions?" is in yellow. The text is framed by a white L-shaped graphic element.

THANK YOU.  
Questions?



COLORADO  
Department of Early Childhood