

UPK Colorado Provider Guide

For participating licensed providers

Overview

This document is to help you to providers understand and navigate on to UPK Colorado's system.

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How can I get help?

If you need additional support, need to add another account to your team, or are having issues with logging in, please contact our technical team.

• Support email cdec_upkcolorado@state.co.us



Background

Beginning in the 2023-24 school year, the Department of Early Childhood is slated to fund at least 15 hours of high-quality, voluntary preschool for every Colorado child in their year before entering kindergarten. This Universal Preschool Program (UPK) allows families to choose the right setting for their child, whether it is in a licensed community-based, school-based or home-based preschool setting.

We know that many families will require more than 15 hours of care, and there will be a number of ways to access additional hours. Some children will qualify for additional state-funded hours based on the risk factors to-be-developed by the Department of Early Childhood. Information on the risk factors and additional hours of care will be published as it becomes available. Many of these children will also qualify for <u>Colorado's Child Care Assistance Program</u> (CCCAP), <u>Head Start</u>, and other funding sources that can be stacked on top of UPK hours to meet the needs of families. The Department will work towards creating a single, unified application for all of these services. In coordination with their preschool providers, families are also welcome to provide a co-pay for additional hours as needed.

High quality preschool programs are known to aid in a child's development and to have social, academic, and economic benefits that are carried with that child throughout their life. The launch of this program, as a result of the voter-approved Proposition EE, builds on Colorado's long-standing commitment to children and families and helps ensure that they are valued, healthy and thriving.

Providers are a critical partner to ensuring that the Universal preschool program (UPK) runs smoothly and successfully. Our role is to support you and provide everything you need to participate in the UPK program.



How to Use This Guide

This guide is here to give you information on the Universal Preschool (UPK) Colorado Program and help you register to participate.

You can print and fill out the below to help you easily navigate through this process and keep it for your internal records.

Provider Name	
My LCO	
My anticipated compensation rate for the 2023 - 2024 school year	
UPK seats I will offer for the 2023 - 2024 school year	
Do any of the following apply to me?	 I am a faith-based provider I am a co-op provider I am a school district provider and support students with IEPs I am a dual-language/immersive provider I support offer my employees preschool as a benefit



How do I become a participating UPK Colorado provider?

Only currently licensed providers are eligible to participate in UPK. If you do not currently have a license through the state, begin that process today.

If you are licensed and provide services to preschoolers, you will need to get in contact with your local coordinating organization (LCO) to being your registration process. Find your LCO here. Your LCO will be able to help you navigate this process, support your questions, and will be essential to making sure you're able to sign the participation agreement to complete your registration.

To begin the registration process, you will go to <u>provider.upk.colorado.gov</u>. Licensed providers will be able to claim their accounts. To claim this account you will need the email associated with your license. This is the same email you use to login to <u>Provider Hub</u>.

Once you create and account, you will go through a brief registration process. Once your registration has been sent, your LCO will send you a participation agreement to sign through the system. After entering your digital signature, you will then be able to manage your provider profile. This profile is how you will be displayed to families as they are searching and applying for the UPK Colorado Program for the 2023-2024 school year.

Applications to UPK Colorado go live on January 17th, 2023.



Finding Your Local Coordinating Organization (LCO)

Local support communities as they participate in the Universal Preschool (UPK) Colorado Program. They help to create partnerships in their community and represent the voice and needs of the community. They also support families and providers in navigating resources.

If you have any questions about becoming a participating provider, please reach out to your <u>LCO (local coordinating organization)</u>.

County	Local Coordinating Organization	School Districts Served	Contact(s)	Contact Email(s)
Adams	Westminster Public Schools on Behalf of a County Collaborative	Westminster 50, Mapleton 1, Adams 12, Adams 14, Brighton 27-J	Kelly Altizer	kaltizer@westminsterpu blicschools.org
Alamosa	Early Childhood Council of the San Luis Valley	Mountain Valley RE-1, Center 26 JT, Moffat 2, Creede, Upper Rio Grande C-7, Sargent RE 33-J, Sangre De Cristo RE 22-J, Monte Vita C-8, Del Norte C-7, Alamosa RE-11J, North Conejos RE-1J, Sanford 6J, South Conejos RE-10, Sierra Grande R-30, Centennial R-1	Sherri Valdez Bryan Lindert	<u>sherri@eccslv.org</u>

Find your LCO by looking for your county in the table below.



County	Local Coordinating	School Districts	Contact(s)	Contact Email(s)
	Organization	Served		
Arapahoe	Arapahoe County Early Childhood Council	Adams Arapahoe 28-J, Cherry Creek 5, Englewood 1, Sheridan 2, Littleton 6, Strasburg 31-J, Byers 32-J, Bennett 29-J, Deer Trail 26J	Gretchen Davidson	<u>gretchen@acecc.org</u>
Archuleta	San Juan BOCES	Dolores County RE NO 2, Dolores RE-4A, Montezuma Cortez RE-1, Mancos RE-6, Durango 9-R, Bayfield 10 JT-R, Ignacio 11-JT, Archuleta County 50 JT	Adrea Bogle	<u>swlco@sjboces.org</u>
Васа	Children First Department of Pueblo Community College/ Pueblo Early Childhood Council	Pueblo City 60, Pueblo County 70, Fowler R-4J, Crowley County RE 1-J, Manzanola 3J, Rocky Ford R-2, Cheraw 31, Swink 33, East Otero RE-1, Las Animas RE-1, McClave RE-2, Lamar RE-2, Granada RE-1, Holly RE-3, Pritchett RE-3, Springfield RE-4, Campo RE-6, Vilas RE-5, Walsh RE-1	Angie Shehorn	angela.shehorn@pueblo cc.edu



County	Local Coordinating	School Districts	Contact(s)	Contact Email(s)
	Organization	Served		
Bent	Children First	Pueblo City 60, Pueblo	Angie Shehorn	angela.shehorn@pueblo
	Department of Pueblo	County 70, Fowler		<u>cc.edu</u>
	Community College/	R-4J, Crowley County		
	Pueblo Early Childhood	RE 1-J, Manzanola 3J,		
	Council	Rocky Ford R-2,		
		Cheraw 31, Swink 33,		
		East Otero RE-1, Las		
		Animas RE-1, McClave		
		RE-2, Lamar RE-2,		
		Granada RE-1, Holly		
		RE-3, Pritchett RE-3,		
		Springfield RE-4,		
		Campo RE-6, Vilas		
		RE-5, Walsh RE-1		
Boulder	Farly Childhood	St. Vrain Valley RF-11	Danielle	dbutler@eccbouldercou
boulder	Council of Boulder	Boulder Valley RE-2	Butler	ntv org
	County		Butter	
Broomfield	Broomfield Early	No School District	Jessica Jones	info@broomfieldecc.org
	Childhood Council			
Chaffee	Chaffee County Early	Buena Vista R-31,	Sarah Romack	sromack@ccecc.org
	Childhood Council	Salida R-32		
Chevenne	Chevenne, Kiowa &	Limon RE-4J,	Julie Witt	julie.cklecc@gmail.com
	Lincoln Counties Early	Genoa-Hugo C-113,		
	Childhood Council	Karval RE-23, Kit		
		Carson R-1, Chevenne		
		County RE-5. Eads		
		RE-1, Plainview RE-2		
		,		



County	Local Coordinating Organization	School Districts Served	Contact(s)	Contact Email(s)
Clear Creek	Triad Bright Futures	Gilpin County RE-1, Clear Creek RE-1, Jefferson County RE-1	Kate Kalstein	katekalstein@me.com
Conejos	Early Childhood Council of the San Luis Valley	Mountain Valley RE-1, Center 26 JT, Moffat 2, Creede, Upper Rio Grande C-7, Sargent RE 33-J, Sangre De Cristo RE 22-J, Monte Vita C-8, Del Norte C-7, Alamosa RE-11J, North Conejos RE-1J, Sanford 6J, South Conejos RE-10, Sierra Grande R-30, Centennial R-1	Sherri Valdez Bryan Lindert	sherri@eccslv.org
Costilla	Early Childhood Council of the San Luis Valley	Mountain Valley RE-1, Center 26 JT, Moffat 2, Creede, Upper Rio Grande C-7, Sargent RE 33-J, Sangre De Cristo RE 22-J, Monte Vita C-8, Del Norte C-7, Alamosa RE-11J, North Conejos RE-1J, Sanford 6J, South Conejos RE-10, Sierra Grande R-30, Centennial R-1	Sherri Valdez Bryan Lindert	sherri@eccslv.org



County	Local Coordinating	School Districts	Contact(s)	Contact Email(s)
	Organization	Served		
Crowley	Children First Department of Pueblo Community College/Pueblo Early Childhood Council	Pueblo City 60, Pueblo County 70, Fowler R-4J, Crowley County RE 1-J, Manzanola 3J, Rocky Ford R-2, Cheraw 31, Swink 33, East Otero RE-1, Las Animas RE-1, McClave RE-2, Lamar RE-2, Granada RE-1, Holly RE-3, Pritchett RE-3, Springfield RE-4, Campo RE-6, Vilas RE-5, Walsh RE-1	Angie Shehorn	angela.shehorn@pueblo cc.edu
Custer	Custer County School District & Custer County Kids Council	Custer County C-1	Carolina Henderson Stacy Terrill	<u>carolina.henderson@cc</u> <u>bobcats.net</u> <u>custercountyecc@gmail</u> <u>.com</u>
Delta	Bright Futures	Delta County 50-J, Montrose County RE-1J, West End RE-2, Norwood R-2J, Telluride R-1, Ridgeway R-2, Ouray R-1, Silverton 1	Kathleen Merritt	kathleen@brightfutures forchildren.org
Denver	Denver Preschool Program	Denver County 1	Ellen Braun	ellen@dpp.org



County	Local Coordinating	School Districts	Contact(s)	Contact Email(s)
	Organization	Served		
Dolores	San Juan BOCES	Dolores County RE NO 2, Dolores RE-4A, Montezuma Cortez RE-1, Mancos RE-6, Durango 9-R, Bayfield 10 JT-R, Ignacio 11-JT, Archuleta County 50 JT	Adrea Bogle	swlco@sjboces.org
Douglas	Douglas County Early Childhood Council	Douglas County RE-1	Diane Smith Gigi Whalen	drsmith2@dcsdk12.org gwhalen@dcsdk12.org
Eagle (excluding El Jebel & Basalt)	Eagle County School District & Early Childhood Partners	Eagle County RE-50	Shelley Smith Liz Costaldo Julia Kozusko	shelley.smith@eaglesch ools.net liz@ecpartners.org julia@ecpartners.org
Eagle (El Jebel & Basalt only)	Rocky Mountain ECC & Mountain Valley Development Services	Garfield 16, Garfield RE-2, Roaring Fork RE-1, Aspen 1, Lake County R-1	Stacy Petty	rmecc@mtnvalley.org
El Paso	Joint Initiatives for Youth and Families	Lewis Palmer 38, Academy 20, District 49, Peyton 23-JT, Calhan RJ-1, Manitou Springs 14, Colorado Springs 11, Cheyenne Mountain 12, Fountain 8, Harrison 2, Widefield 3, Ellicott 22, Hanover 28, Miami/Yoder 60-JT, Edison 54-JT	Kelly Hurtado Shay Almonte	khurtado@jointinitiativ es.org SAlmonte@jointinitiativ es.org



County	Local Coordinating	School Districts	Contact(s)	Contact Email(s)
	Organization	Serveu		
Elbert	Elbert County Early Childhood Council	Elizabeth, Kiowa C-2, Elbert 200, Agate 300, Big Sandy 100-J	Llan Barkley	<u>elbertearly@gmail.com</u>
Fremont	ECHO & Family Center Early Childhood Council	Canon City RE-1, Cotopaxi RE-3, Fremont RE-2	Dorothy Day	<u>dorothy.day@canoncitys</u> <u>chools.org</u>
Garfield	Rocky Mountain ECC & Mountain Valley Development Services	Garfield 16, Garfield RE-2, Roaring Fork RE-1, Aspen 1, Lake County R-1	Stacy Petty	rmecc@mtnvalley.org
Gilpin	Triad Bright Futures	Gilpin County RE-1, Clear Creek RE-1, Jefferson County RE-1	Kate Kalstein	katekalstein@me.com
Grand	Grand Beginnings	North Park R-1, West Grand 1-JT, East Grand 2	Katy Hale Ashley Hotz	katy@grandbeginnings. org asstdirector@grandbegi nnings.org
Gunnison	Gunnison-Hinsdale Early Childhood Council	Gunnison Watershed RE-1J, Hinsdale County RE-1	Lana Athey	<u>lathey@gunnisoncounty.</u> org
Hinsdale	Gunnison-Hinsdale Early Childhood Council	Gunnison Watershed RE-1J, Hinsdale County RE-1	Lana Athey	<u>lathey@gunnisoncounty.</u> org
Huerfano	Huerfano-Las Animas Counties Early Childhood Council	Huerfano RE-1, La Veta RE-2, Aguilar Reorganized 6, Primero Reorganized 2, Trinidad 1, Hoehne	Jennifer Yates	<u>jsmcdonald@la-h-healt</u> <u>h.org</u>



COLORADO Department of Early Childhood

County Local Coordinating **School Districts** Contact(s) Contact Email(s) Organization Served Reorganized 3, Branson Reorganized 82, Kim **Reorganized 88** Jackson Grand Beginnings North Park R-1, West Katy Hale katy@grandbeginnings. Grand 1-JT, East Grand org Ashley Hotz 2 asstdirector@grandbegi nnings.org Kate Kalstein Jefferson Triad Bright Futures Gilpin County RE-1, katekalstein@me.com Clear Creek RE-1, Jefferson County RE-1 Kiowa Limon RE-4J, Julie Witt iulie.cklecc@gmail.com Cheyenne, Kiowa & Lincoln Counties Early Genoa-Hugo C-113, Childhood Council Karval RE-23, Kit Carson R-1, Cheyenne County RE-5, Eads RE-1, Plainview RE-2 Kit Carson Early Childhood Claudia Strait cstrait@eccywk.org Akron R-1, Lone Star Council for Yuma, 101, Otis R-3, Yuma 1, Pam Kage pkage@eccywk.org Washington and Kit Wray RD-2, Woodlin Carson R-104, Arickaree R-2, Liberty J-4, Idalia RJ-3, Arriba-Flagler C-20, Hi-Plains R-23, Stratton R-4, Bethune R-5, Burlington RE-6J La Plata San Juan BOCES Dolores County RE NO Adrea Bogle swlco@sjboces.org 2, Dolores RE-4A, Montezuma Cortez RE-1, Mancos RE-6,



County	Local Coordinating Organization	School Districts Served	Contact(s)	Contact Email(s)
		Durango 9-R, Bayfield 10 JT-R, Ignacio 11-JT, Archuleta County 50 JT		
Lake	Rocky Mountain ECC & Mountain Valley Development Services	Garfield 16, Garfield RE-2, Roaring Fork RE-1, Aspen 1, Lake County R-1	Stacy Petty	rmecc@mtnvalley.org
Larimer	Early Childhood Council of Larimer County	Poudre RE-1, Estes Park R-3, Thompson R2-J	Christina Taylor Logan Manzanerez	<u>ctaylor@ecclc.org</u> <u>lmansanarez@ecclc.org</u>
Las Animas	Huerfano-Las Animas Counties Early Childhood Council	Huerfano RE-1, La Veta RE-2, Aguilar Reorganized 6, Primero Reorganized 2, Trinidad 1, Hoehne Reorganized 3, Branson Reorganized 82, Kim Reorganized 88	Jennifer Yates	jsmcdonald@la-h-healt h.org
Lincoln	Cheyenne, Kiowa & Lincoln Counties Early Childhood Council	Limon RE-4J, Genoa-Hugo C-113, Karval RE-23, Kit Carson R-1, Cheyenne County RE-5, Eads RE-1, Plainview RE-2	Julie Witt	julie.cklecc@gmail.com
Logan	Early Childhood Council of Logan, Phillips and Sedgwick	Plateau RE-5; Valley RE-1; Buffalo RE-4J; Frenchman RE-3; Revere; Julesburg	Michelle Sharp	<u>ecclps.sharp@gmail.co</u> <u>m</u>



COLORADO Department of Early Childhood

County Local Coordinating School Districts Contact Email(s) Contact(s) Organization Served ecclps.edwards@gmail. RE-1; Haxtun RE-2J; Stephanie Holyoke RE-1J Edwards com Stacey Zink ecclps.zink@gmail.com Aileen ecclps.miranda@gmail. Miranda com Mesa Mesa County Mesa County Valley 51, Stephanie stephanie.bivins@mesa Partnership for Plateau Valley 50, **Bivins** county.us Children and Families DeBeque 49-JT & Mesa County Department of Human Services Mineral Early Childhood Mountain Valley RE-1, Sherri Valdez sherri@eccslv.org Council of the San Luis Center 26 JT, Moffat 2, Bryan Lindert |lcodirector@eccslv.org Valley Creede, Upper Rio Grande C-7, Sargent RE 33-J, Sangre De Cristo RE 22-J, Monte Vita C-8, Del Norte C-7, Alamosa RE-11J, North Conejos RE-1J, Sanford 6J, South Conejos RE-10, Sierra Grande R-30, Centennial R-1 Moffat Connections4Kids & Moffat County RE-No 1, Betsy Overton betsy@connections4kids Moffat County School Rangely RE-4, Meeker .org Stephanie District RE-1 Davis stephanie.davis@moffat sd.org



COLORADO Department of Early Childhood

County Local Coordinating **School Districts** Contact(s) Contact Email(s) Organization Served San Juan BOCES Dolores County RE NO Montezuma Adrea Bogle swlco@sjboces.org 2, Dolores RE-4A, Montezuma Cortez RE-1, Mancos RE-6, Durango 9-R, Bayfield 10 JT-R, Ignacio 11-JT, Archuleta County 50 JT Montrose **Bright Futures** Delta County 50-J, Kathleen kathleen@brightfutures Montrose County Merritt forchildren.org RE-1J, West End RE-2, Norwood R-2J, Telluride R-1, Ridgeway R-2, Ouray R-1, Silverton 1 Wiggins RE 50-J, Tim Garcia Morgan Early Learning tgarcia@earlylearningv Ventures Weldon Valley Re 20-J, entures.org Barbara Fort Morgan RE-3, Wacker bwacker@earlylearning Brush RE 2-J ventures.org Children First Otero Pueblo City 60, Pueblo Angie Shehorn angela.shehorn@pueblo Department of Pueblo County 70, Fowler <u>cc.edu</u> Community College/ R-4J, Crowley County Pueblo Early Childhood RE 1-J, Manzanola 3J, Council Rocky Ford R-2, Cheraw 31, Swink 33, East Otero RE-1, Las Animas RE-1, McClave RE-2, Lamar RE-2, Granada RE-1, Holly RE-3, Pritchett RE-3, Springfield RE-4,



County	Local Coordinating Organization	School Districts Served	Contact(s)	Contact Email(s)
		Campo RE-6, Vilas RE-5, Walsh RE-1		
Ouray	Bright Futures	Delta County 50-J, Montrose County RE-1J, West End RE-2, Norwood R-2J, Telluride R-1, Ridgeway R-2, Ouray R-1, Silverton 1	Kathleen Merritt	kathleen@brightfutures forchildren.org
Park	Teller Park Early Childhood Council	Platte Canyon RE-1, Park County RE-2, Woodland Park RE-2, Cripple Creek-Victor RE-1	Tiffiny Pieper	<u>coordinator@tellerpark</u> <u>ecc.org</u>
Phillips	Early Childhood Council of Logan, Phillips and Sedgwick	Plateau RE-5; Valley RE-1; Buffalo RE-4J; Frenchman RE-3; Revere; Julesburg RE-1; Haxtun RE-2J; Holyoke RE-1J	Michelle Sharp Stephanie Edwards Stacey Zink Aileen Miranda	ecclps.sharp@gmail.co m ecclps.edwards@gmail. com ecclps.zink@gmail.com ecclps.miranda@gmail. com
Pitkin	Rocky Mountain ECC & Mountain Valley Development Services	Garfield 16, Garfield RE-2, Roaring Fork RE-1, Aspen 1, Lake County R-1	Stacy Petty	rmecc@mtnvalley.org



County	Local Coordinating	School Districts	Contact(s)	Contact Email(s)
	Organization	Served		
-				
Prowers	Children First	Pueblo City 60, Pueblo	Angie Shehorn	angela.shehorn@pueblo
	Department of Pueblo	County 70, Fowler		<u>cc.edu</u>
	Community	R-4J, Crowley County		
	College/Pueblo Early	RE 1-J, Manzanola 3J,		
	Childhood Council	Rocky Ford R-2,		
		Cheraw 31, Swink 33,		
		East Otero RE-1, Las		
		Animas RE-1, McClave		
		RE-2, Lamar RE-2,		
		Granada RE-1, Holly		
		RE-3, Pritchett RE-3,		
		Springfield RE-4,		
		Campo RE-6, Vilas		
		RE-5, Walsh RE-1		
Pueblo	Children First	Pueblo City 60, Pueblo	Angie Shehorn	angela.shehorn@pueblo
	Department of Pueblo	County 70, Fowler		<u>cc.edu</u>
	Community College/	R-4J, Crowley County		
	Pueblo Early Childhood	RE 1-J, Manzanola 3J,		
	Council	Rocky Ford R-2,		
		Cheraw 31, Swink 33,		
		East Otero RE-1, Las		
		Animas RE-1, McClave		
		RE-2, Lamar RE-2,		
		Granada RE-1, Holly		
		RE-3, Pritchett RE-3,		
		Springfield RE-4,		
		Campo RE-6, Vilas		
		RE-5, Walsh RE-1		
Rio Blanco	Connections4Kids &	Moffat County RE-No 1,	Betsy Overton	betsy@connections4kids
	Moffat County School	Rangely RE-4, Meeker	Stephanie	.org
	District	RE-1	Davis	



County	Local Coordinating	School Districts	Contact(s)	Contact Email(s)
	Organization	Served		
				stephanie.davis@moffat sd.org
Rio Grande	Early Childhood Council of the San Luis Valley	Mountain Valley RE-1, Center 26 JT, Moffat 2, Creede, Upper Rio Grande C-7, Sargent RE 33-J, Sangre De Cristo RE 22-J, Monte Vita C-8, Del Norte C-7, Alamosa RE-11J, North Conejos RE-1J, Sanford 6J, South Conejos RE-10, Sierra Grande R-30, Centennial R-1	Sherri Valdez Bryan Lindert	<u>sherri@eccslv.org</u> <u>lcodirector@eccslv.org</u>
Routt	First Impressions of Routt County	Steamboat Springs RE-2, Hayden RE-1, South Routt RE-3	Kelly Kissling	<u>kkissling@co.routt.co.u</u> <u>s</u>
Saguache	Early Childhood Council of the San Luis Valley	Mountain Valley RE-1, Center 26 JT, Moffat 2, Creede, Upper Rio Grande C-7, Sargent RE 33-J, Sangre De Cristo RE 22-J, Monte Vita C-8, Del Norte C-7, Alamosa RE-11J, North Conejos RE-1J, Sanford 6J, South Conejos RE-10, Sierra Grande R-30, Centennial R-1	Sherri Valdez Bryan Lindert	<u>sherri@eccslv.org</u> <u>lcodirector@eccslv.org</u>



County	Local Coordinating	School Districts	Contact(s)	Contact Email(s)
	Organization	Served		
San Juan	Bright Futures	Delta County 50-J, Montrose County RE-1J, West End RE-2, Norwood R-2J, Telluride R-1, Ridgeway R-2, Ouray R-1, Silverton 1	Kathleen Merritt	kathleen@brightfutures forchildren.org
San Miguel	Bright Futures	Delta County 50-J, Montrose County RE-1J, West End RE-2, Norwood R-2J, Telluride R-1, Ridgeway R-2, Ouray R-1, Silverton 1	Kathleen Merritt	<u>kathleen@brightfutures</u> forchildren.org
Sedgwick	Early Childhood Council of Logan, Phillips and Sedgwick	Plateau RE-5; Valley RE-1; Buffalo RE-4J; Frenchman RE-3; Revere; Julesburg RE-1; Haxtun RE-2J; Holyoke RE-1J	Michelle Sharp Stephanie Edwards Stacey Zink Aileen Miranda	ecclps.sharp@gmail.co m ecclps.edwards@gmail. com ecclps.zink@gmail.com ecclps.miranda@gmail. com
Summit	Early Childhood Options & Summit County Government	Summit RE-1	Lucinda Burns	lucinda@earlychildhood options.org
Teller	Teller Park Early Childhood Council	Platte Canyon RE-1, Park County RE-2, Woodland Park RE-2, Cripple Creek-Victor RE-1	Tiffiny Pieper	<u>coordinator@tellerpark</u> <u>ecc.org</u>



County	Local Coordinating Organization	School Districts Served	Contact(s)	Contact Email(s)
Washington	Early Childhood	Akron R-1, Lone Star	Claudia Strait	cstrait@eccywk.org
	Council for Yuma, Washington and Kit Carson	101, Otis R-3, Yuma 1, Wray RD-2, Woodlin R-104, Arickaree R-2, Liberty J-4, Idalia RJ-3, Arriba-Flagler C-20, Hi-Plains R-23, Stratton R-4, Bethune R-5, Burlington RE-6J	Pam Kage	pkage@eccywk.org
Weld	United Way of Weld	Ault-Highland RE-9,	Melanie	<u>mwoolman@unitedway-</u>
	County	Pawnee RE-12, Windsor RE-4, Eaton RE-2, Briggsdale RE-10, Prairie RE-11, Johnstown-Milliken RE-5J, Greeley 6, Platte Valley RE-7, Weld RE-1, Weld RE-8, Weld County RE-3J	Woolman	<u>weld.org</u>
Yuma	Early Childhood Council for Yuma, Washington and Kit Carson	Akron R-1, Lone Star 101, Otis R-3, Yuma 1, Wray RD-2, Woodlin R-104, Arickaree R-2, Liberty J-4, Idalia RJ-3, Arriba-Flagler C-20, Hi-Plains R-23, Stratton R-4, Bethune R-5, Burlington RE-6J	Claudia Strait Pam Kage	cstrait@eccywk.org pkage@eccywk.org



How Much Will I Get Compensated if I Participate?

These are rates for the 2023-2024 school year.

Local Coordinating	Part-Time Rate	Half-Day Rate	Full-Day Rate
Organization	(10 hours)	(15 hours)	(30 hours)
Arapahoe County Early			
Childhood Council	\$4,742.88	\$5,926.69	\$10,544.48
Bright Futures	\$4,916.60	\$6,143.77	\$10,723.48
Broomfield Early Childhood			
Council	\$4,680.51	\$5,848.75	\$10,474.13
Chaffee County Early			
Childhood Council	\$4,816.14	\$6,018.24	\$10,600.78
Cheyenne, Kiowa & Lincoln			
Counties ECC	\$4,847.65	\$6,057.62	\$10,581.52
Children First Department			
of Pueblo Community			
College/ Pueblo Early			
Childhood Council	\$5,042.11	\$6,300.61	\$10,873.61
Connections4Kids & Moffat			
County School District	\$5,072.89	\$6,339.07	\$11,055.08
Custer County School			
District & Custer County			
Kids Council	\$4,735.83	\$5,917.88	\$10,474.33
Denver Preschool Program	\$4,883.22	\$6,102.06	\$10,748.93
Douglas County Early			
Childhood Council	\$4,662.16	\$5,825.82	\$10,449.21
Eagle County School District			
& Early Childhood Partners	\$4,851.20	\$6,062.05	\$10,762.67
Early Childhood Council for			
Yuma, Washington and Kit			
Carson	\$4,779.01	\$5,971.83	\$10,553.20
Early Childhood Council of			
Boulder County	\$4,842.16	\$6,050.75	\$10,716.69
Early Childhood Council of			
Larimer County			
	\$4,757.44	\$5,944.89	\$10,511.26



Local Coordinating	Part-Time Rate	Half-Day Rate	Full-Day Rate	
Organization	(10 hours)	(15 hours)	(30 hours)	
Early Childhood Council of				
Logan, Phillips and				
Sedgwick	\$4,806.31	\$6,005.95	\$10,527.24	
Early Childhood Council of				
the San Luis Valley	\$5,060.23	\$6,323.25	\$10,841.52	
Early Childhood Options &				
Summit County Government	\$4,895.25	\$6,117.09	\$10,872.90	
Early Learning Ventures	\$4,792.23	\$5,988.36	\$10,508.05	
ECHO & Family Center ECC	\$4,885.88	\$6,105.38	\$10,674.55	
Elbert County Early				
Childhood Council	\$4,724.82	\$5,904.13	\$10,570.18	
First Impressions of Routt				
County	\$4,899.16	\$6,121.98	\$10,864.11	
Grand Beginnings	\$4,921.04	\$6,149.32	\$10,885.94	
Gunnison-Hinsdale Early		· · · ·		
Childhood Council	\$4,856.34	\$6,068.47	\$10,669.68	
Huerfano-Las Animas				
Counties Early Childhood				
Council	\$5,016.18	\$6,268.21	\$10,815.48	
Joint Initiatives for Youth				
and Families	\$4,735.40	\$5,917.35	\$10,469.89	
Mesa County Partnership for				
Children and Families &				
Mesa County Dept of Human				
Services	\$4,759.02	\$5,946.85	\$10,428.72	
Rocky Mountain ECC &				
Mountain Valley				
Development Services	\$4,877.41	\$6,094.80	\$10,830.27	
San Juan BOCES	\$4,870.04	\$6,085.59	\$10,681.32	
Teller Park Early Childhood				
Council	\$4,794.32	\$5,990.97	\$10,649.80	
Triad Bright Futures	\$4,713.94	\$5,890.53	\$10,513.26	
United Way of Weld County	\$4,732.93	\$5,914.25	\$10,459.08	
Westminster Public Schools				
on Behalf of a County				
Collaborative	\$4,828.39	\$6,017.28	\$10,642.96	
AVERAGE:	\$4,837.46	\$6,044.37	\$10,655.45	



How to Register as a Participating UPK Colorado Provider

1. Type in <u>provider.upk.colorado.gov</u> into your internet browser.

This is the link you will use each time you need to access the Provider portal for UPK Colorado. Once you've created an account with Login.gov, you will use that account to access the portal.

What if I currently have a Login.gov account?

If you've already got an account with Login.gov AND it uses the same email address to your state license, you can use Login.gov without having to create a new account.

All you will need to do is sign in and you will be able to immediately access the UPK Colorado provider portal.

You will see this:

		English ~
Showcase your licensed preschool programs to your local community and market your preschool services to families across the state!	Enter the email associated with your child care license.	



2. Create an account with Login.gov.

The first thing you will need to do is to create an account with Login.gov.

To create a login, you will need:

- The email address associated with your license and/or that you use to sign in to <u>Provider Hub</u>.
- A form of authentication, we recommend a cell phone that can receive text messages or phone calls.

You will see this:

		⊕ English ~
Showcase your licensed preschool programs to your local community and market your preschool services to families across the state!	Enter the email associated with your child care license.	

Select the "Login with LOGIN.GOV" button



3. If you do not have a Login.gov account, select the *Create an account* button.

If you don't currently have an account, you will need to create a Login.gov account. Scroll down and select the "Create an Account" button that is towards the bottom.

You will see this:

🚞 An official website of the United States government Here's how you know 🗸	
UCGIN.GOV	
Colorado Universal Pre-K is using Login.gov to allow you to sign in to your account safely and securely. Email address	
Password Sign in	
First time using Login.gov?	
Create an account	
Sign in with your government employee ID	
<u>د Back to Colorado Universal Pre-K</u> Forgot your password? Security Practices and Privacy Act Statement ک Privacy Act Statement ک	
real US General Services Administration 🛛 🕒 Language 🔨 Help 🖄 Contact 🖄 Privacy & se	surity 🛛

Select the "Create an Account" button that is towards the bottom.



4. Enter your email address related to your Provider account.

Select your language preference and select the check box for "*I read and accept the Login.gov Rules of Use*". Then select the "*Submit*" button.

You	will	see	this:	

🗮 An official website of the United States government Here's how you know 🗸	
ULOGIN.GOV	
Create your account	
Enter your email address	
Select your email language preference Login.gov allows you to receive your email communication in English, Spanish or French.	
Cancel	
Security Practices and Privacy Act Statement	
Privacy Act Statement ∅	
GSA US General Services Administration Decomposition Help C Contact C Privacy & security	· @
GSA US defineral services Administration E Language A Help Contact D Privacy & security	

Use the same email you use for licensing, select your preferred language, and accept the terms and conditions.



5. Check your email for a message from Login.gov.

The email will be titled "Confirm your email" and be sent from "no-reply@login.gov".



You can click the button to "Confirm email address" OR copy and paste the URL below into your browser.



6. Create your Login.gov password.

Passwords must be at least 12 characters. That's it! There are no other restrictions. You can even use more than one word with spaces to get to 12 characters. Try using a phrase or a series of words that only you recognize.

	🗮 An official website of the United States government Here's how you know 🗸	
	UOGIN.GOV	
	You have confirmed your email address	
	Create a strong password	
	It must be at least 12 characters long and not be a commonly used password. That's it!	
	Password	
	Show password	
	Password strength:	
	Continue	
	Password safety tips	
	Cancel account creation	
G5A	US General Services Administration 🛛 🗐 Language 🔨 Help 🗵 Contact 🗵 Privacy & se	ecurity 🖄

You will see this:

Create a password with 12 characters. Keep this password safe.



7. Set up a second layer of security.

As an added layer of protection, Login.gov requires you set up a secondary authentication method to keep your account secure. This is referred to as two-factor authentication (2FA).

We recommend using a one-time code sent by text or phone call.

Authentication options include:

- Using face or touch unlock
- Entering a security code from your authentication application
- Using your security key
- Entering a one-time code that you receive by text or by phone call
- Entering a backup code
- Using your federal government employee or military ID (PIV or CAC)



You will see this:



For most folks, selecting the *Entering a one-time code that you receive by text or by phone call* is the most straightforward option and is the option we recommend. This option is shown below.



You will be recommended to add another method and that is at your discretion. We do not require multiple authentication methods.



8. One last step- Connect this account to UPK Colorado.

Now, you have created your Login.gov account. You can now use it to login to the UPK Colorado admin portal. All you will need to do is hit the final "Agree and continue" button.

🚟 An official website of the United States government Here's how you know 🗸 COLORADO **U**LOGIN.GOV Department of Early Childhood **Continue to Colorado Universal** Pre-K We'll share your information with Colorado Universal Pre-K to connect your account. Email addresses on your account ploy.buraparate+lco1@state.co.us Add a second authentication method. You will have to delete your account and start over if you lose your only authentication method. Agree and continue GSA US General Services Administration ● Language へ Help 2 Contact 2 Privacy & security 2

You will see this:

This is the final step. All you will need to do is click "Agree and continue" and you will now have an account in the UPK Colorado provider portal.



9. After you create an account, you can register to become a participating UPK Colorado provider.

Now you will be able to begin the registration process for your business.

If your business has multiple locations, you will need to register for each location. There is currently no way to support batch registration for multiple sites at this time.

Locations		
		+ Add location
	Universal Preschool Provider 1 9 200 E Colfax Ave, Denver	Update availability Edit profile
	Register for the Universal Preschool Program (UPK) Complete this form to set up your UPK Profile	Get started →
	Universal Preschool Provider 2 9 200 E Colfax Ave, Denver	Update availability Edit profile
	Register for the Universal Preschool Program (UPK) Complete this form to set up your UPK Profile	Get started →
	Universal Preschool Provider 3 © 200 E Colfax Ave, Denver	Update availability Edit profile
	Completed: Register for the Universal Preschool Program (UPK)	Beview



10. Our priority is to ensure mixed-delivery in the state. Your submitted capacity may not match your final capacity distributed by the LCO.

To ensure broader access of choice for families, we want to ensure that we are supporting a mixed-delivery model in our communities. This means that your LCO will have the final say on which providers get the seats that are funded by the program.

You will see:

Register to	become	а	participating	UPK	Colorado
provider					

Begin setting up your profile by submitting the number of seats you anticipate offering as part of the Universal Preschool (UPK) Program. Once you submit this form, you will be sent a provider agreement to sign. Final allocation of seats through UPK will be determined by local coordinators.

□ I understand the capacity I submit today may not be the final number distributed to me by my local coordinating organization (LCO).

Back

Next



11. Confirm your contact information

You will then be asked to confirm your email address. This will be the email that you will be primarily using with your provider account. This will not be the one that is made available to the public. You can alter what is visible to families by editing your Contact Info on your provider profile.

You will see:

Confirm your email addre	SS
This should match your email connected to your l	license. If this is correct, skip to the next page.
myproviderlicense@location.com	
Back	Next

Confirm your phone number

This should match your email connected to your license. If this is correct, skip to the next page.

555-555-55	50		
Back			Next



12. Submit your total UPK capacity

Next, you will submit the total number of seats you will be offering as a participating provider.

If you are a school district, ener the total number of seats for children aged 3 and 4.

You will see:

How many seats	s do you anticipate offering as a
UPK Colorado p	provider?
Please enter the total number	of seats you anticipate offering through UPK. The final number of

Please enter the total number of seats you anticipate offering through UPK. The final number of seats allocated will be determined by your local coordinator. If you are a school district provider, please list your total number for children aged 3 and 4.

50

Back

Next



13. Break down your seats by type of program.

Enter your seat breakdown by the duration of the program.

Definitions for program duration:

- Full day is 5-8 hours
- Half day is 3-4 hours
- Part-time is fewer than 3 hours
- Extended day is more than 8 hours

Full day is from 5-8 hours of ser afternoon. Part-time is fewer tha	vice each day. Ha an 3 hours. Exter	alf day is 3-4 hours nded day is anythi	in either the morning or ng more than 8 hours in a day.
Full day	Half day (AM)		Half day (PM)
40	5		5
Part-Time		Extended day	
0		0	



14. Indicate if you are one of the following exception criteria for your program.

We recognize that certain programs and providers may require additional information from families to participate in their programs. These include providers like faith-based, co-op, or immersive language program. By selecting these exceptions, you will be asked additional information or given additional context relevant to you.

Providers w Your local c	ill be able to request exceptions to matched applicants based on predefined criteria oordinator will be able to see your exceptions.
🗌 lama	faith-based provider and may require families to be a part of my congregation.
🗌 lama	co-op and will require family participation as part of my programming.
□ I am a partic	n immersive or dual language provider and children may need to be screened to pate in my program.
□ I am a bound	school district provider and will require families to live in my school district or lary AND/OR I support children with Individualized Education Plans (IEP).
□ I am a me.	Head Start grantee and families may need to meet additional factors to enroll with
🗌 lama	provider that prioritizes placement for the children of my employees.
None	of the above apply to me



15. Select the language for your provider agreement.

Now you will be able to begin the registration process for your business. If your business has multiple locations, you will need to register for each location. There is currently no way to support batch registration for multiple sites at this time.

elect a language you'd like this agreement to be sent in. English Spanish		
English Spanish	ou à like this agreement to de sent lh.	
Arabic		



16. Submit registration and wait for your provider agreement

Now you will be able to begin the registration process for your business. If your business has multiple locations, you will need to register for each location. There is currently no way to support batch registration for multiple sites at this time.

You're all done!		
Thanks for completing your ap it has been received.	plication. You'll receive an email shortly to confirm that	



17. Sign your provider agreement

Once your LCO sends you a participation agreement you will receive an email similar to the one below. If you click the link in the email, you will be automatically sent to sign the agreement. If you miss this email, you can also find your agreement under your documents. You can access this under the hamburger menu on the top right of your account once you sign in.

New agreement to sign - [DRAFT] Provider Agreement for LCOs External Inbox ×	đ
Support support@getbridgecare.com <u>via</u> us-west-2.amazo Thu, Dec 8, 10:13 AM (4 days ago) ☆ to me ◄	Ś
Hello ,	
You have been assigned to new agreement to sign: [DRAFT] Provider Agreement for LCOs.	
View agreements	





How Build a High Quality Profile as a UPK Colorado Provider

Think about your provider profile as the way you advertise your unique services to families in communities across the state. We encourage providers to fill out their profiles so any family searching for services feel excited to select you as one of their preferred providers.

As a provider, you have a lot of control of your profile. You can add things like descriptions, photos, and your staff members as well as other details so you can always achieve your desired capacity. The only thing you cannot edit will be your license information. If you find issues with your license information, contact the Department of Early Childhood.

Things you cannot change:

- Licensing information: This information is connected to your license information from Provider Hub. This information has been imported from the state system. If you need to change information about the license number, address, or licensed business contact the Department of Early Childhood.
- Any thing with a lock: This field is a locked field and cannot be changed.

Things you can change that will be visible to families:

- <u>Photos</u>
- <u>Video Tour</u>
- Description
- <u>Contact</u>
- Programs
- Tour Requests
- How to Enroll
- Hours
- Financial Information
- <u>Highlights</u>
- <u>Staff</u>



Photos

Uploading photos

Use the "Photos" tab to upload one or more photos of your facility so that families can become familiar with it.

• To get started, select the Location you would like to edit, and then select the "Photos" tab.

COLORADO Departmene of Early Childhood	Locations	≡ θ
Universal Preschool Provider 1 200 E Colfax Ave, Denver		Photos + Upload
Complete your profile	12%	make your prome stand out: Add photos of your classrooms and/or racinty.
Photos	>	Back
Video tour	>	
Ø Description	>	
📀 Contact	>	
Programs	>	
O Tour requests	>	
O How to enroll	>	

• Select the "+ Upload" button to begin adding photos to your profile. You should see a popup labeled "Upload."



COLORADO Department of Early Childhood	Locations	S	≡ 0
Universal Preschool Provider 1 200 E Colfax Ave, Denver		Photos + Upload	
Complete your profile	12%	Make your profile stand out! Add photos of your classrooms and/or facility.	
Photos	>	Upload Ba Next	
Video tour	>		
Oescription	>	Drop files here or <u>browse files</u>	
🔮 Contact	>		
O Programs	>		
O Tour requests	>	Cancel Done	
O How to enroll	>		

- Select "browse files" to search for photos on your device.
- You can upload one photo at a time. After selecting the first photo, add each additional photo by selecting the + sign in the upper right of the popup.
- Once you have selected your photos to upload, select the green button labeled "Upload [number of photos] files." If you select the "Done" button first, you will not upload the photos to your profile. To retrieve them, select the "Upload" button on the photos tab once more.



e stand out! Add i	photos of you	r classrooms and/	or facility.	
	Upload			
	Cancel	1 file selected	+	
	2.5 IM	G_0600 (1).JPG MB	8	
		Upload 1 file		
	Cancel]	Done	

• After successfully uploading photos, you can delete selected photos by selecting "Delete" from the upper right corner of the photo you want to remove.



Video tour

Take families on a virtual tour by uploading videos from your device, Google Drive, Facebook, Dropbox, or Instagram.

- From the "Photos" screen, click Next, or select the "Video tour" tab on the left side of your screen.
- Select the "+ Add Video" button from the upper right corner.

Universal Preschool Provider 1 200 E Colfax Ave, Denver		Virtual tour video + Add video
Complete your profile 5.	52%	Families are interested in seeing your location. Upload a virtual tour video to allow families to check out your space.
🔮 Photos	>	File types accepted: 3g2, 3gp, avi, flv, m3u8, ts, m2ts, mts, mov, mkv, mp4, mpeg, mpd, mxf, ogv,
<u>Video tour</u>	>	webm, wmv.
Ø Description	>	Back
Contact	>	
Programs	>	
Tour requests	>	
O How to enroll	>	
S Hours	>	

• Choose the location from which you want to upload a video. Note: While Camera is an option, it is not currently supported so you may run into an error by selecting it.



COLORADO Department of Ently Childhood	ecotions									≡e
_	Mv Files	Camera	Google Drive	Facebook	Dropbox	(O)	×			
Universal Preschool Provi- 200 E Colfax Ave, Denver									+ Add video	
Complete your profile								ov	v families to	
Photos								g, I	mpd, mxf, ogv,	,
Video tour				G						
Oescription			Drag	g and Drop	an asset h	iere			Next	
🕑 Contact				Brov	r vse					
Programs										
Tour requests										
How to enroll	powered by									
Hours	(tt)		_	_		_	_			

• When selecting a file, be sure to find a video file. If you select another type of file, such as a photo, you may run into an error.



Description

You can edit the description families will see here.

Universal Preschool Provider 1		Description of program
200 E Coltax Ave, Denver	18%	Tell us about your program (i.e. Mission statement, philosophy, important info, etc.)
Photos	>	This description would be pulled over from Provider Hub
Video tour	>	
<u>Description</u>	>	Public notice
🧭 Contact	>	â
Programs	>	<i>l</i> e
O Tour requests	>	Back Next
O How to enroll	>	

- The description field will be pulled from Provider Hub by default, but you have the option of updating it.
- Select Next to save your description.

What is the public notice?

The public notices are a way to share broader messages to families for emergency events such as public health related crises or otherwise. These messages will be developed by the state and shared with you. If it's determined that a public notice needs to be posted on your profile, the department will unlock this for you.



Contact

Use the "Contact" tab to define where your facility is located and how families can reach you.

Universal Preschool Provider 3 200 E Colfax Ave, Denver	Contact information	
Complete your profile 12%	SLOAN LAKE	E 23rd Ave
O Photos >	W 17th Ave	Fillmore Auditorium
Video tour	Meow Wolf Denver Denve Convergence Station	Botanic Gardens Rose Medical Ctr
Oescription >	LINCOLN PARK CAP	
Contact >	Business name / DBA	
Programs >	Universal Preschool Provider 3	
Tour requests >	Email	Phone
O How to enroll >	janedoe@samplepreschool.com	555-555-5550
O Hours >	Website	
· · · ·		

- At the top of the "Contact" screen, you may add details associated with the site's licensing information, including the business name, email, phone number, website, links to social media presence, physical address and mailing address.
- Under the "Primary Contact" section, you can enter more information that will be displayed publicly in the search results: contact name, contact phone number and contact email.



Programs

Use the "Programs" tab to inform families of classrooms, before- or after-school programs, summer programs and any other relevant school programs you want to share with families.

- Preschool program information is required but infant, toddler or school-age care are optional to add to this section.
- Program name and age groups are required to enter for each program. The rest of the information is optional but recommended: desired capacity, rate, program dates, program types (full-time, part-time, etc.), description, contact information.

Preschool		×
Name Preschool		
Ages Based on your license, you are only permitted to serve the Age groups	e age groups selected. If you have questions, please your administrator.	
Preschool		
Youngest age accepted	Oldest age accepted	
3 months	5 months	
What is the capacity?		
Desired capacity is the number of children you would like	to enroll in this program. This must be equal to or less than your licensed capac	ty.

• Save each program by selecting the "Save" button at the bottom of the "Program input" screen.



Add classrooms, before or	aftei	[,] school pro	grams, summer programs etc.
Preschool		:	
Ages: 3 months - 5 mo		Edit	
逆 Year round - same as le	ē	Duplicate	
🔇 \$300.00 paid weekly			
Oontact Jane Doe	Î	Delete	

• To edit, delete or duplicate a program, select the 3-dot "kebob" menu after it has been saved.



Tour requests

Use the "Tour requests" tab to enable tours and configure the steps to tour.

- To enable tours, select the button, "Enable families to request a tour"
- Once enabled, you may configure the times you would like to offer tours. Use the Yes/No toggles next to each day of the week to enable or disable tours on a given day, and the time sliders to open up tours within a given window.

Would you like to allow families to request an on-site tour at	your locations?
Tours enabled	
When would you like to offer tours?	
Monday	Yes
11:00 AM	2:00 PM
Tuesday	No
Wednesday	Yes
11:00 AM	2:00 PM
Thursday	No
Friday	Yes
11:00 AM	2:00 PM
Saturday	No
Sunday	No

• Check or uncheck the box, "Allow multiple families to tour at the same time" to configure that option.



M	Allow multiple families to tour at the same time	
Но	w long are your tours?	
1	hour	

• Select the amount of time you would like to allot for each tour.



How to enroll

To give families a sense of what it takes to enroll in your program, you list your enrollment steps clearly on your profile.

If you have forms of paperwork that families may need to fill out as part of their enrollment process, you can add this here.

How to enroll
What are the steps that families need to take to enroll in your program? Add all relevant steps so they know what to expect. If you already have an electronic application or documents to complete, be sure to include them.
Step 1
ex. Review the programs we offer
Description
Look at our profile to learn more about the programs we offer and highlights about our program.
Drop files here or browse files
× Delete step



Hours

Use the "Hours" tab to configure when your facility is open.

- By default, the "Closed status" will be set to "Open."
- To report that your facility is closed, you must select a "Closure reason." Once you take this action, the site will no longer appear in search results.
- To report that your facility is temporarily closed, you must select a reason and a reopen date. Once you take this action, the site will no longer appear in search results.

Hours of operation				
Confirm the days of the week and ho	urs you are open.			
Closed status	Closure reason			
Open	Select	•		
Temporarily closed				
Closed				



Hours of operation					
Confirm the days of the week and hou	rs you are open.				
Closed status	Closure reason		Open date		
Open	Select	•			
Temporarily closed					
Closed			•		

• To set hours of operation, toggle on each day the facility is open and use the time sliders to indicate operating hours.

When are you open?						
Monday	Open	7:00 AM	•	•	6:00 PM	
Tuesday	Closed	7:00 AM	•	•	6:00 PM	
Wednesday	Closed	7:00 AM	•	•	6:00 PM	

- You have the option to add notes about hours.
- Click the Next button at the bottom of the screen to save hours of operation selections.



Financial programs

Use the "Financial programs" tab to indicate payment methods accepted, additional financial assistance provided and other notes on payment options.

Financial programs	
Payment methods accepted	
Select all that apply	•
Additional Financial Assistance	
Select all that apply	•
Additional payment options	
	1.
Back	Next

- Indicate which payment methods are accepted by clicking "Payment methods" accepted and selecting all that apply.
- Indicate additional financial assistance provided beyond UPK by clicking "Additional Financial Assistance" and selecting all that apply.
- Use the open text field under the label "Additional payment options" to specify any other financial program details you would like to share with families.
- Select "Next" to save your selections.



Highlights

Use the "Highlights" tab to share information about the facility's curriculum or amenities.

Highlights			
Language Immersion			
Select all that apply			•
Meals			
Select all that apply			•
Instructional Approach			
Select all that apply			•
Specialized Support			
Select all that apply			•
Languages Spoken			
Select all that apply			•
Toilet learning			
Select all that apply			•
Add any other information you want	to highlight		

• Click "Next" at the bottom right of the screen to save your selections.



Staff

Use the "Staff" tab to add information and pictures of team members.

Universal Preschool Provide 200 E Colfax Ave, Denver	er 2	Staff members +Add			
Complete your profile	18%	Families are interested in learning about those who will be caring for their children. Upload a			
O Photos	>	photo and a short blo about each of your team members.			
Video tour	>	Back			
Ø Description	>				
Contact	>				
O Programs	>				
O Tour requests	>				

• To add a new staff member, select the "+ Add" button in the upper right corner of the screen



eschool Provi we, Denver	der 2	Staff mambau	
ofile	18%		g for their childrer
	>		
ır	>	Add Photo	
on	>		
	>		
	>	Name	
ests	>		
nroll	>	Short bio	
	>		
programs	>		
s	>		<u>⊿</u>
	>	Cancel Sav	/e
	>		

- For each staff member you highlight, you may add a photo, the person's name and a short bio.
- After entering the data, click "Save."
- Once you have entered information for each staff member you would like to highlight, select "Next" to save your selections.



What happens next?

After you have signed your provider agreement, your school will now appear in the Family Search and Application, which will launch on January 17th at 8am MT. The UPK tech team will be giving further training sessions and documentation about how providers can support the family application experience and their role in the matching process.

