

# **Florida School Readiness Program:**

## **Policies and Procedures for Curriculum Approval**

Effective 2018

Office of Early Learning  
Florida Department of Education

Form OEL-SR-7101 (June 2018)  
Rule 6M-4.710, F.A.C.

This document was developed by the Florida Department of Education, Office of Early Learning and is incorporated by Rule 6M-4.710, Florida Administrative Code.

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## II. Introduction

The following policies and procedures have been developed consistent with the requirements of section 1002.82(2)(1), Florida Statutes, by the Office of Early Learning for approval of curriculum used in the School Readiness program. This document contains information relative to the duties and responsibilities of each member of the curriculum review committee and each entity submitting a curriculum for approval.

The Office of Early Learning (OEL) has developed curriculum specifications that align with the Florida Early Learning and Developmental Standards: Birth to Kindergarten. These specifications outline the criteria that the comprehensive curricula being solicited are expected to meet. All forms incorporated by reference in Rule 6M-4.710 School Readiness Program Curricula, F.A.C., may be found at <http://www.floridaearlylearning.com> and the Florida Early Learning and Developmental Standards: Birth to Kindergarten may be found at <https://www.flrules.org/gateway/RuleNo.asp?title=Office of Early Learning - School Readiness Program&ID=6M-4.700>.

For the purposes of this approval process, a comprehensive curriculum is defined as a set of published materials that:

- Addresses the use of materials, scheduling, arranging the environment, and interaction between children and adults either separately or in combination, within an early childhood setting.
- Guides the design of children's goals for learning and development, the experiences children will have to achieve those goals and the way in which adults, both staff and families will support children's learning to achieve school success.
- Provides age-appropriate activities that challenge children's abilities and aligns with the standards approved for use in School Readiness classrooms, Early Learning and Developmental Standards: Birth to Kindergarten, in all eight domains

In order to be considered for evaluation, the materials submitted must be packaged together as a complete set and not require purchasing additional materials. Curriculum must also address the curriculum framework as described in the *Florida School Readiness Program: Curriculum Approval Specifications (Form OEL-SR-7102)* and address cross cutting concepts such as teacher interaction, play, and curriculum implementation training.

### **III. School Readiness Curriculum Committee**

#### **A. Membership**

Committee members will be approved by OEL and may include the following:

- Executive directors of early learning coalitions or their designee(s), who must meet the education and experience requirements described in subsection B.
- Representatives of public school districts
- Representatives of institutions of higher education
- Representatives from OEL
- Subject matter experts who have substantial experience, or who have published in the field of Early Education.

#### **B. Education and Experience**

Each member of the committee must have completed the OEL approved Early Learning and Developmental Standards: Birth-Kindergarten training (2018). In addition, committee members must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field, must currently be employed in their representative capacity and have held their current position for at least two years. Five years of related employment experience may substitute for the above education requirement. Subject matter experts are not subject to employment requirements.

#### **C. Committee Preparation**

1. Each member chosen to participate on the curriculum committee must complete the *Florida School Readiness Program: Curriculum Committee Member Agreement (Form OEL-SR-7103)*, which contains the committee member employment, education history and the ethics agreement.
2. Unsolicited correspondence directly related to the approval process or materials submitted for evaluation received by any committee member shall be forwarded to OEL. It is inappropriate for submitters or other parties to contact committee members regarding the approval process.
3. Committee members may be reimbursed by the Department of Education/Office of Early Learning at the state rate that includes transportation to and from the meetings, meals, and lodging, in accordance with Chapter 112, Florida Statutes.

#### **D. Committee Training**

All committee members are required to participate in a curriculum review training. The training will include an overview of Florida's Early Learning and Developmental Standards; Birth to Kindergarten, and instruction on curriculum review to include navigation of the

electronic curriculum scoring system, *Florida School Readiness Program: Curriculum Evaluation Scoring (Form OEL-SR-7106)*.

#### **IV. Evaluation Process**

##### **A. Curriculum Committee Evaluation Form**

Each member will receive access to the electronic version of the evaluation form (Form OEL-SR-7106) and the *Florida School Readiness Program: Curriculum Application and Self-Assessment (Form OEL-SR-7104)* for each curriculum assigned for review. Form OEL-SR-7104, assists the committee members in determining the degree to which submitted materials align with the Early Learning and Developmental Standards: Birth to Kindergarten as required in the OEL Curriculum Approval Specifications document.

##### **B. Independent Curriculum Committee Member Review**

1. Each curriculum accepted for evaluation will be reviewed independently by three committee members. Members shall not discuss the review of a specific curriculum during the evaluation period. Committee members are required to evaluate all materials and documents submitted as part of a comprehensive curriculum and submit results of the evaluation electronically (Form OEL-SR-7106). Evaluations may be conducted and recorded on paper if electronic submission is not possible.
2. Committee members will evaluate each curriculum to determine if the curriculum meets the criteria as described on the completed Form OEL-SR-7104 as well as the alignment to the definition of comprehensive curriculum outlined in section II. Introduction of this document. The curriculum must demonstrate that it meets each standard in at least two instances before being counted as aligning to that specific standard or benchmark.

##### **C. Scoring**

Each reviewer will determine whether benchmarks have been met in each of the eight domains of Florida's Early Learning and Developmental Standards: Birth to Kindergarten for each age range included in the curriculum. The reviewer shall total and indicate the amount of benchmarks met on Form OEL-SR-7106. A curriculum will be found to satisfy a domain when a reviewer has determined that the curriculum has met the indicated minimum number of benchmarks for that domain.

Each reviewer shall also evaluate the suitability of the curriculum in the areas of Evaluation of Content (Accuracy, Relevance, Diversity), Presentation, Implementation Strategies and indicate the total areas met on Form OEL-SR-7107. A curriculum will be found to satisfy suitability requirements when a reviewer has determined that the curriculum has met at least 14 of the areas.

Scores from each reviewer will be tabulated on form OEL-SR-7106 B. In order to be recommended for approval, the curriculum must:

- Meet the minimum number of benchmarks in curriculum content for each domain as scored by at least two reviewers, with the exception of Domain II, Approaches to Learning, which requires meeting the minimum number of benchmarks as scored by three reviewers; and
- Meet at least 14 areas of curriculum suitability by at least two reviewers.

#### **D. Internal Committee Review Process**

All scores and calculations will be reviewed by an Internal Committee composed of OEL employees and contractors who did not participate in the initial curriculum evaluation process. The committee shall not include the Executive Director. In the event of a technical scoring error, the error will be corrected and the score adjusted by the committee. A technical scoring error is defined as a failure to properly calculate or transcribe scores, a reviewer's failure to follow instructions for scoring, or other errors that do not relate to the subjective evaluation of the content of the curriculum.

Following the completion of all reviews, the Internal Committee will provide the Executive Director with a listing of all curricula recommended for approval and disapproval along with a scoring breakdown for each curriculum. Prior to accepting the recommendations, the Executive Director may direct the Internal Committee to review scoring and refer a curriculum for a review by a new committee consisting of three reviewers who have not previously reviewed the curriculum. The committee may have no more than one OEL employee or contractor.

At the conclusion of the review and recommendation process, OEL will issue the Approved School Readiness Curriculum List.

### **V. Submission Instructions**

#### **A. General Information**

Form OEL-SR-7102 includes information about the types of materials that are desired, the age-level and domains for which the materials should be designed, and research findings regarding effective and developmentally appropriate instructional materials. Submitters should examine this document to determine whether they have products that satisfy the definition of a comprehensive curriculum or curriculum package as referenced in the introduction to this document.

OEL will approve only comprehensive curricula. In order to be considered comprehensive, the curriculum and all materials submitted must stand alone and cover all of the domains of the Florida Early Learning and Developmental Standards: Birth to Kindergarten. If ancillary or supplemental materials are required in order for a given curriculum to be considered comprehensive, those additional materials must be submitted with the basic curriculum as a curriculum package and must be made available to providers as a complete curriculum.

A curriculum only being submitted for a specific age range must cover all standards and domains of the specified age group in the Florida Early Learning and Developmental Standards: Birth to Kindergarten. If a curriculum has been approved for use in the Florida Voluntary Prekindergarten Program (after 2017), it will be automatically approved for use in four-year old School Readiness programs only. If the curriculum approved for use in the Florida Voluntary Prekindergarten Program addresses other age groups, it must be submitted for approval for use in those age groups of the School Readiness Program.

## **B. Submission Process**

### 1. Curriculum Application and Self-Assessment Process

Submitters must complete and submit the *Florida School Readiness Curriculum Application and Self-Assessment Form OEL-SR-7104* during the application period. Electronic submission is preferred however, submitters may mail hard copies of all forms and documents required in this process to the Office of Early Learning, 250 Marriott Drive, Tallahassee, Florida 32399. Electronic copies should be submitted to [SRCurriculumReview@oel.myflorida.com](mailto:SRCurriculumReview@oel.myflorida.com). Form OEL-SR-7104 will be accepted from July 1<sup>st</sup> to August 31<sup>st</sup>, 2018) for the 2018 review cycle and annually May 1<sup>st</sup> to June 30<sup>th</sup> after that.

### 2. Curriculum Application and Self-Assessment Review

- a. Submitters seeking to have their curriculum approved must complete Form OEL-SR-7104 and submit it during the curriculum application and self-assessment submission period which is on an annual basis from May 1<sup>st</sup> through June 30<sup>th</sup>. For the 2018 review cycle only, the submission period will be July 1<sup>st</sup> to August 31<sup>st</sup>, 2018.
- b. Forms received after June 30<sup>th</sup> will not be accepted for review during that curriculum review annual cycle. For the 2018 review cycle only, forms received after August 31<sup>st</sup>, 2018 will not be accepted for review.
- c. Form OEL-SR-7104 will be reviewed by a member of the Curriculum Review Committee to determine if the curriculum meets the requirements of the self-assessment.



- d. After reviewing Form OEL-SR-7104, the curriculum will either be accepted or denied for an official evaluation.
- e. Submitters whose curriculum has been accepted for evaluation will be notified in writing to submit the entire curriculum package for an evaluation during the review period.
- f. Submitters who did not identify that they meet the minimum number of the standards and or benchmarks for the specified age groups that correspond to the appropriate target age of the curriculum will not be accepted for evaluation.
- g. Submitters who have curriculum that is not accepted may complete and submit the ***“Florida School Readiness Program: Curriculum Application and Self-Assessment Reconsideration” (Form OEL-SR-7105)*** within 10 business days after written notification from OEL that the curriculum will not be accepted for a formal evaluation. The basis of the request shall be an error in calculation or an error made by the submitter in completing the form.
- h. Within 20 business days of receipt of the form and appropriate documentation, OEL will provide the publisher written notification of its decision.
- i. Requests for reconsideration that have been approved will receive written notification of next steps.
- j. Submitters whose curriculum has not been accepted for evaluation will receive written notification detailing the deficiencies and may not submit the curriculum (same edition and/or year) for review until the next submission cycle.

### 3. Curriculum Application for Minimal Revisions

Publishers who have made minimal revisions to curriculum that was approved after 2017 for use in the School Readiness program may submit the ***“Florida School Readiness Program: Curriculum Application for Minimal Revisions” (Form OEL-SR-7104 B)*** in lieu of Form OEL-SR-7104. This form will be accepted from May 1<sup>st</sup> through June 30<sup>th</sup>. Forms received after June 30<sup>th</sup> will not be accepted for review during that curriculum review annual cycle. Minimal revisions are defined as a change in the title of the curriculum, publisher name change, changes in style, format, layout or printing options, minor changes that resulted in an edition change, or other revisions that are not related to Florida’s Early Learning and Developmental Standards.

Questions regarding these requirements should be directed to the Office of Early Learning, 250 Marriott Drive, Tallahassee, Florida 32399 or via email at (hold for curriculum email address).

### **C. Curriculum Submission and Evaluation Process**

1. After a curriculum publisher is notified that the curriculum will be accepted for an evaluation the submitter must supply the entire curriculum package during the specified evaluation period (September 1<sup>st</sup> to December 31<sup>st</sup>). For the 2018 review cycle only, the evaluation period shall be November 1<sup>st</sup> to February 28<sup>th</sup> 2019 .
2. Submitters must submit for review all components of the comprehensive curriculum or curriculum package under consideration, including teacher editions. These materials must be in final form. Failure to comply with these requirements will result in the removal of the curriculum for evaluation and approval.
3. If the submission includes a classroom kit or library with multiple copies of the same materials, a sample that includes one copy of each of the items should also be submitted.
4. The Submitter shall complete a separate checklist for each curriculum submitted. The checklist must include the following information:
  - a) Submitter information (must be listed on Master List and separate lists in each carton).
  - b) Master list of the exact titles with ISBNs for each item in the shipment. Identification of all items to be returned, if any.
  - c) Instructions for returning the materials, if required. Number of cartons in the shipment.
  - d) A copy of the checklist must be placed in the package.
  - e) A packing list in each separate carton of only those items in that carton, with exact titles and ISBNs, are also required of submitters.
  - f) Acknowledgment of receipt of the materials will not be sent.
5. The Submitter shall: Package each submission separately; for example, if a submitter submits two or more curricula titles, each submission is to be in a separate package (two or more packages may be placed in a large carton for shipping). Clearly identify each item in the package with its ISBN and identifying title (i.e., make it easy for the committee member to check items off the checklist). Label each returnable item “to be returned.” Enclose at least one copy of the checklist; enclose a checklist in each carton of a multi-carton shipment.
6. The Submitter shall: Pack materials in durable, reusable carton; if materials are to be returned, mark the outside shipping carton “to be returned” and include a self-addressed label. Enclose a packing slip in each carton of a multi-carton shipment of only those items in that carton. Number the cartons; indicate total number of cartons in the shipment (e.g., 1 of 3, 2 of 3, 3 of 3).

7. The materials must be shipped by common carrier (UPS, US Postal Service, etc.) that allows tracking of delivery. All curriculum materials related to a submission should be shipped at the same time. If an item must be shipped separately, a notice to that effect must be in the carton with the first shipment. However, the published deadline is for receipt of all instructional materials.
8. OEL is obligated to return curriculum materials if the submitter has so indicated. Submitters who wish to have their materials returned must comply with the following:
  - a) The Submitter or manufacturer shall label each returnable piece of material.
  - b) A label shall be affixed to the item and shall clearly indicate that the item is to be returned. In the absence of the labeling of each returnable piece, committee members will assume that the materials are not to be returned.
  - c) The Submitter shall arrange for pickup of materials from the delivery site at the submitter's expense.
  - d) Materials to be returned shall be shipped in durable, reusable containers with self-addressed labels and detailed instructions for return shipment to the Submitter or manufacturer. The outside container shall be clearly marked "to be returned."
  - e) In the event the Submitter or manufacturer fails to provide means for returning the evaluation materials, committee members shall not be liable for return or payment.
9. Submitters submitting online curriculum must provide the review committee the ability to access any and all online or web-based documents needed to fulfill the curriculum's requirement of a comprehensive curriculum package. Portable storage devices and/or temporary passcodes that would allow committee members the ability to conduct the evaluation.
10. The results of the committee members' reviews will be compiled. OEL will identify curricula for approval from the list of suitable, usable, and desirable comprehensive curriculum titles reviewed by the committee. The State reserves the right to reject any submissions and may also call for new submissions.
11. Submitters who are notified that the curriculum has been reviewed and will not be approved for the list may complete and submit a request for reconsideration of the decision by completing and submitting the "***Florida School Readiness Program: Curriculum Evaluation Reconsideration***" (Form OEL-SR-7107). The request for reconsideration may be based on the grounds of a scoring error or an error in finding that the curriculum did not meet one or more criteria. Form OEL-SR-7107 must be submitted within 10 days of the submitter's receipt of notification. The Internal Committee will review the appeal and may reject or deny the appeal, or refer the curriculum for evaluation by a new team of reviewers. .

12. The appeal and appropriate documentation will be reviewed by OEL management and the publisher will be notified of the decision within 30 days.

#### **D. Notice**

Submitters are required to provide a valid e-mail address on Form OEL-SR-7104 and must also provide a valid e-mail address on Forms OEL-SR-7015 and OEL-SR-7107 if requesting reconsideration of curriculum evaluation. In all instances where OEL must give notice, it shall be made to the e-mail address provided by the submitter.

### **VI. Approved Curricula for School Readiness Providers**

#### **A. List of Approved Curricula**

OEL will maintain a list of approved curricula for School Readiness providers on the OEL website. Listed titles will be linked to an ADA formatted document that includes information about the approved submission, including specific age group, if applicable, ISBN numbers and publication dates for books. The approved School Readiness curricula list will be updated within 5 business days after a curriculum has been approved. The online provider application will also be updated to reflect the addition of newly approved curricula.

#### **B. Length of Approval**

Curricula are approved until Florida's Early Learning and Developmental Standards: Birth to Kindergarten are revised/updated and OEL issues a new approved curriculum list. There may be times when Submitters have duplicate titles on the approved list with different editions and years.

#### **C. Prior List (2014-2015 Approved Curricula List)**

To allow school readiness child care providers ample time to evaluate and purchase curriculum on the new list and to receive implementation training (if necessary) the Approved Curricula List of 2014-2015 will expire June 30, 2020.