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| **A picture containing text, coin, porcelain  Description automatically generated** | **New Mexico Public Education Commission (PEC)** |

**Pre-Kindergarten Early Childhood Program Notification Instructions**

**Purpose**: To notify the Public Education Commission (PEC) if a charter school has received approval to operate an approved early childhood education program allowing the addition of, and funding for, a pre-kindergarten (Pre-K) or an early childhood educational program.

If the addition of an approved childhood educational program causes facility to exceed the maximum building capacity for the facility set forth in the school’s charter contract with the PEC, the School must also submit the appropriate building amendment form.

**Submission Deadline**: Notification of an approved childhood educational program (along with an amendment regarding the building capacity, if needed) does not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this change.

**The school must provide:**

□ Fully completed form

□ Approved board minutes or certification of the vote taken by the board approving the program

□ Proof of an approved early childhood education program

□ Assurance that the approved early childhood education program is adequate to support the costs of the early childhood educational program and does not impact funding for school-age children supported by the SEG funding at the school

□ Assurance that the school is complying with NMSA 22-8B-4.1 enrollment procedures and is not providing an enrollment preference to children enrolled in the early childhood educational program

Contact [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us%20) with questions about completing or submitting documents.

**Pre-Kindergarten Early Childhood Program Notification Form**

Submit this form and all supporting documents to [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov)

**The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and** Click or tap here to enter text., **hereafter "the school," effective on** Click or tap to enter a date..

**Current grade levels served and enrollment cap for school-age students**:Click or tap here to enter text.

**Current enrollment of school-age students**:Click or tap here to enter text.

**Projected enrollment of pre-kindergarten students**:Click or tap here to enter text.

**Projected total enrollment (all students)**:Click or tap here to enter text.

**Current maximum building capacity**:Click or tap here to enter text.

**Information regarding Pre-K or Early Childhood application, approval, and funding source**:Click or tap here to enter text.

**Impact of the program on the school lottery policy, if any**:Click or tap here to enter text.

**The school is submitting an amendment for building capacity**:Click or tap here to enter text.

☐ Yes ☐ Not needed

**Effective Date:** Click or tap to enter a date.

**The school's notification is hereby submitted by:**

**Signature of School Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Governing Board Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**For PEC/CSD use only**

**PEC Meeting Date:**

**Agenda:** ☐ Consent (typical) ☐ Regular (unusual circumstance)

**The school’s notification was:** ☐ Accepted ☐ Rejected (provide reason)

**Electronic signature of CSD Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**