



Request for Curriculum

**Early Childhood Curriculum Project: Individually Developed Curricula for
Infants and Toddlers and Children 3 through 5**

**NOTE: This is not a solicitation. No Procurement is involved in
this request.**

**MARYLAND STATE DEPARTMENT
OF EDUCATION
April 7, 2017**

Maryland State Department of Education

Information Request – Division of Early Childhood Education

Issue Date: April 7, 2017

Title: Early Childhood Curriculum Project
Individually Developed Curricula for Infants and Toddlers and Children 3 through 5

NOTE: This is not a solicitation. No Procurement is involved in this request.

Specifications: Programs eligible to submit individually developed curricula for review must hold a current state or national accreditation issued from an accrediting organization recognized by the Maryland State Department of Education or hold a certificate of approval from MSDE. In addition, the program must be implementing a curriculum that is only available for use by the early childhood education program and not available for purchase by the general public.

Purpose: MSDE has been charged to identify curricula for infants and toddlers and children 3, 4 and 5 years of age that has been developed by individual licensed child care or preschool nursery organizations seeking to meet curriculum requirements for MSDE Accreditation and Maryland EXCELS.

Background:

The Maryland State Department of Education's (MSDE) Division of Early Childhood Development (DECD), which includes the Office of Child Care and the Early Learning Branch, is requesting submissions of individually developed curricula for infants and toddlers and 3, 4, and 5 year olds. Through the submissions received, MSDE will identify early childhood curricula that will be approved by MSDE according to specific criteria and will meet the curriculum requirements and standards for the Preschool Expansion Grant, Maryland Accreditation for Center-Based Programs, Public Pre-Kindergarten and Maryland EXCELS.

The combined mission of the Office of Child Care and the Early Learning Branch focuses on providing leadership in promoting readiness for school and life for all children from birth through age 5, including those children with special needs and disabilities. The Division includes in its mission the focus for developing a high quality early care and education system statewide which provides safe, healthy, nurturing, culturally sensitive, and cognitively stimulating environments for young children.

The Division also promotes a continuum of learning by establishing early care and education as the foundation for school success through continued improvement and accountability. This mission includes children in both public and nonpublic schools, child care centers, family child care homes, and Head Start.

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While responsibility for public school early childhood programs fall under the auspices of local boards of education, nonpublic programs do not consistently benefit from this local leadership. For this reason, DECD seeks to provide assistance to these programs by identifying early childhood curricula for infants and toddlers and children ages 3, 4, and 5 that meet Maryland standards.

To meet the Maryland Standards, curricula for infants and toddlers must align with **Healthy Beginnings** and the **Early Learning Standards** (where appropriate). Curricula for 3-5 year olds must align to the **Early Learning Standards** for prekindergarten and kindergarten in the domains of language and literacy, mathematics, social studies, science, health, physical education, fine arts and social foundations.

Nature of Work:

Curriculum, broadly speaking, is “what schools teach.” This includes all that is planned for children in the classroom, such as learning centers, morning circle and teacher-initiated small-group activities. Curriculum is the entire range of experiences that children have in their school. Content objectives and learning outcomes, knowledge of child development, systematic observation of the needs and interests of individual children, attention to diversity, and family and community relationships all influence curriculum.

According to a joint position statement of the National Association for the Education of Young Children and National Association of Early Childhood Specialist in State Departments of Education, curriculum is defined as:

** Curriculum is more than a collection of enjoyable activities. Curriculum is a complex idea containing multiple components, such as goals content, pedagogy, or instructional practices. Curriculum is influenced by many factors including society’s values, content standards, accountability systems, research findings, community expectations, culture and language and individual’s children’s characteristics.*

The Early Childhood Curriculum Project will solicit and evaluate individually developed curricula currently implemented in the early childhood programs that are submitting the curriculum to be accepted by MSDE. Interested early childhood programs should submit a technical report and instructional guides showing the corresponding alignment between their curricula with specified Maryland criteria, namely: the Maryland State Department of Education Early Learning Standards (MSDE Technical Report Appendix A) **or** Healthy Beginnings (Appendix A) Programs must also supply narratives for professional development (Appendix B), assessment (Appendix C), pedagogy (Appendix D) and research (Appendix E).

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Deliverables:

- **By 4 p.m. on Monday, May 8, 2017 interested programs should submit two (2) copies of the technical reports and instructional guides that have been used as a reference. Technical reports must be submitted for Appendices A, B, C, D and E.**

Technical Report Appendix A

Citations or examples and corresponding page numbers from the program's Teacher's Guide must document how the curricula for ages 3-5 is aligned with the standards and indicators in the Maryland State Department of Education Early Learning Standards which includes the domains of language and literacy, mathematics, social studies, science, health, physical education, fine arts, and social foundations. For Infants and Toddlers the curricula must align to Healthy Beginnings.

Technical Report Appendix B-Professional Development

The program must provide a detailed narrative of their capacity to provide professional development to the programs' teaching staff for each age level (Infants and Toddlers, 3 year olds, 4 year olds, 5 year olds). The narrative should include the types of professional development available, the number of hours of training that will be provided, and types of follow-up to professional development to support the successful implementation of curriculum and assessment.

Technical Report Appendix C-Assessment

The program must provide a detailed narrative describing types of assessment associated with the programs' curriculum for infants and toddlers and each age group (3, 4, 5). The narrative should include the time schedule for suggested assessment, how assessment results contribute to providing individual learning activities, and how the assessment aligns to the program curriculum.

Technical Report Appendix D-Pedagogy

The program must provide a detailed narrative describing how the curriculum is aligned with the pedagogy as extracted from *Supporting Every Young Learner: Maryland's Early Childhood Guide to Pedagogy, Birth to Age 8*. The narrative should include examples of how the curriculum uses child development to optimize children's growth, engages families and communities, fosters diversity, and supports: play, environment, and differentiated instruction.

Technical Report Appendix E – Research

The program must provide a detailed narrative of the research base that contributed to the development of the curriculum for each age level.

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Rights of MSDE:

State-recommendation of curricula by the Maryland State Department of Education does not guarantee funding or purchase of publishers'/vendors' curricula and materials. No purchase will be made with this informational request.

Submission Information:

- By **4 p.m. on Monday, May 8, 2017** interested programs should submit technical reports and instructional guides that have been included as a reference. Technical reports must be submitted for Appendices A, B, C, D and E.

Technical Reports for Appendices A, B, C, D and E from programs will be reviewed in three steps:

- Step 1.** This step will be a prescreening process to determine if all technical reports (A, B, C, D, and E) submitted by the programs have been completed according to specification.
- Step 2.** This step will include a thorough review, by an evaluation committee, composed of early childhood teachers, administrators and specialists to examine the documentation submitted by the programs in response to the Maryland State Department of Education's Technical Report Appendix A. Evaluators will ascertain if the citations or examples and corresponding page numbers referenced in the Teacher's Guide are aligned to the Maryland Early Learning Standards Birth - 8 years, which includes the domains of, language and literacy, mathematics, social studies, science, health, physical education, fine arts physical education and social foundations for children 1-5 and to Healthy Beginnings for Infants and Toddlers. The programs citation or example documenting the alignment to each indicator in Appendix A will be rated as **fully met, partially met, or not met.**

The review will also include an examination of Appendices B, C, D, and E to ascertain if the narrative adequately addressed the information requested.

Each standard will be rated as **fully met, partially met, or not met.**

The evaluators will examine:

Note: Two (2) copies of the completed technical reports and two (2) copies of the Teacher's Guides are to be part of the submission.

Step 3. The reviewers will complete their examination of the technical reports by **Thursday, June 8, 2017.**

Programs will be asked to submit their full curricula materials and responses to any clarifying questions, **if needed**, for review by **Friday, June 23, 2017.**

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Submission Requirements:

The Program must submit a letter of interest and technical reports in response to the Maryland State Department of Education's Appendices A, B, C, and D and E. All submitted materials must have the signature and/or endorsement of an authorized member of the corporation. Materials may be returned if claimed.

Submission Due Date:

Interested individuals must submit a letter of interest, and the completed technical reports in response to Appendices A, B, C, D and E and the addendum by **4:00 P.M. on Monday, May 8, 2017**. Please submit one original copy which shall be identified as such and two copies of the technical report and two copies of the program's Teacher's Guide to:

**Zina Spriggs
Maryland State Department of Education
Division of Early Childhood Education
200 West Baltimore Street
Baltimore, Maryland 21201**

Please direct all questions to **Monica Waldron** at monica.waldron@maryland.gov for **Programs 3-5 years of age** and to **Shelley Downs** at shelley.downs@maryland.gov for **Infants and Toddlers**.

Shipping Instructions:

1. When shipping the materials to MSDE by courier, please use address as follows:

**Attention: Zina Spriggs
Maryland State Department of Education
Division of Early Childhood Education
200 West Baltimore Street
Baltimore, Maryland 21201**

2. When hand delivered please use the 6 North Liberty Street entrance of the building with packages marked as follows:

**Attention: Zina Spriggs
Early Childhood Branch
10th Floor**

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Pertinent Dates:

- **May 8, 2017** programs will submit technical reports and Teacher's Guides in response to the Maryland State Department of Education Technical Report Appendices A, B, C, D, and E.
- **June 23, 2017** programs will answer questions for clarification and submit their full curricula and all instructional materials **if requested**.
- **July 7, 2017** recommended curricula will be identified and programs will be notified.

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**Maryland State Department of Education
Division of Early Childhood Education
200 West Baltimore Street
Baltimore, Maryland 21201**

**Complete this form and return with the technical reports and all
other requested information.**

_____ **City** _____ **State** _____ **Zip**

NAME OF AUTHORIZED CONTACT: _____
PRINT

SIGNATORY: _____

TITLE: _____

TELEPHONE NO: _____

E-MAIL ADDRESS: _____

DATE: _____

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**Individually Developed Curricula
Infants and Toddlers and (Ages 3, 4, 5)
Procedure for Claiming Submitted Materials**

Name of Program: _____

Name of Curriculum: _____

Ages: _____

Name of Contact: _____

Contact's Email: _____

Contact's Phone Number: _____

I understand that the curriculum materials submitted for review must be claimed between July 3, 2017 and July 28, 2017 or they will be discarded.

Name

Title

Signature

Date

Email address

Telephone Number

To make arrangements for claiming your materials, please contact Monica Waldron, Education Program Specialist, Early Learning Branch at monica.waldron@maryland.gov 410-767-0896.