



# Report of Program and Staffing Changes

This report must be submitted within *seven business days* of the following events.

Preschool/Pre-K Program Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

## Program Changes

- Serious compliance issue with LARA
  - Special investigation by LARA as of \_\_\_\_\_
  - Provisional license issued by LARA as of \_\_\_\_\_
- Great Start to Quality Star Rating
  - Star rating renewal. Updated star level: \_\_\_\_\_. New expiration date: \_\_\_\_\_
  - Change in star rating. Updated star level: \_\_\_\_\_. New expiration date: \_\_\_\_\_
- Change in accreditation status (e.g.) NAEYC
- Change of program ownership
- Change in facility/program name
- Change in licensed capacity
- Change in ages of children served
- Change of program location
- Charges of fraud (DHHS, CACFP, etc.)
- Anticipated closing of the program. Last date of expected service: \_\_\_\_\_

## Staffing Changes

- Change in director/program administrator
  - Last day of employment of existing director/program administrator: \_\_\_\_\_
  - Expected start date of incoming director/program administrator: \_\_\_\_\_
  - Name of incoming director/program administrator: \_\_\_\_\_
  - Email/Phone for incoming director/program administrator: \_\_\_\_\_
- Change of lead teacher in a classroom supported by KCReady4s
  - Name of classroom with lead teacher change: \_\_\_\_\_
  - Last day of employment of existing lead teacher: \_\_\_\_\_
  - Expected start date of incoming lead teacher: \_\_\_\_\_
  - Name of incoming lead teacher: \_\_\_\_\_
  - Email/Phone for incoming lead teacher: \_\_\_\_\_

Please use this space to provide a clarifying description of the changes identified above.

Please submit the completed document to Therese Armstead, [tarmstead@kcready4s.org](mailto:tarmstead@kcready4s.org).