



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: _____
- 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: _____

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.