

Publisher Information and Instructions

1. Submit to the committee four sets of your complete curriculum package (originals). Include all materials you would send to a provider who purchases/requests copies of the curriculum.
2. Enclose in each curriculum package identification information and return instructions that include the following:
 - Organization that publishes or produces the curriculum materials, contact person, address and telephone number.
 - A list of every item included in the curriculum package.
 - A list of items in each box of a multi-box shipment.
 - In a multi-box package indicate the total number of boxes in the shipment.
 - The Division of Child Development and Office of School Readiness will keep two of the copies of submitted materials. If you would like to have the remaining two copies returned, please give specific instructions on how you plan to retrieve your materials once the evaluations are complete. State whether you will pick-up the materials at the Division or if you will have them shipped.
3. You may provide supplemental information along with the curriculum materials to assist the committee in the review process. Any supplemental information should be directly related to the criteria described above and should be clearly labeled as “supplemental” to distinguish it from materials included with the curriculum materials typically available to providers. Examples of supplemental materials might include descriptions of research studies completed on the curriculum, explanations of training/professional development that is available to providers, etc.
4. Mail curriculum packages to the following address:

Attention: Laura Hewitt
Division of Child Development
2201 Mail Service Center
319 Chapanoke Rd., Suite 120
Raleigh, NC 27699
5. If you would like your materials to be returned, please pack the curriculum in reusable boxes. Mark the outside of the package, “To be Returned” and include a pre-paid UPS or other mailing label. Remember, if your curriculum is approved, the committee will keep two sets; one for the Division of Child Development and one for the Office of School Readiness.
6. In the event materials are misplaced in the evaluation process, the Curriculum Review Committee, the Division of Child Development and the Office of School Readiness will not be liable for return or payment.

7. Review of materials will begin on January 4, 2008. The deadline for receipt of materials is January 28, 2008.

The Curricula Review Committee will review all materials that are submitted via the process described above based on the following criteria:

- **Evidence based:** The curriculum must articulate a theoretical and/or research-base for the approach and clearly demonstrate how the curriculum utilizes the theory and/or research as a basis for making decisions about experiences provided for children. The curriculum may also have empirical evidence regarding the effectiveness of the curriculum collected with sound research methodology.
- **Planning process:** The curriculum must have a process to guide adults in making decisions about experiences provided for children. The curriculum describes the intent or developmental goals of given experiences and the environment. The curriculum includes an on-going process for observing and documenting information related to individual children's level of development, current skills, and interests, and using that information to develop plans. Experiences provided for children should be derived from each child's needs, abilities and interests with appropriate teacher/caregiver input and facilitation. The curriculum should include plans for a variety of types of experiences and activities, including large group, small group, individual, child-initiated, and teacher-initiated activities.
- **Areas of children's development and learning:** The curriculum must include a balance of experiences that address all areas of children's development and learning—physical, social and emotional, approaches toward learning, language and communication, and cognitive development and general knowledge, integrating content areas such as early literacy, mathematics, social studies, science, creative arts, and technology as appropriate for the age of children in the group. Preschool curricula must provide opportunities for children to develop the knowledge, behaviors, and competencies defined in North Carolina's early learning standards.
- **Scheduling and routines:** The curriculum must include a schedule that is age appropriate, predictable but flexible, and responsive to the needs of individual children. The schedule must include an appropriate balance of teacher/caregiver initiated and child-initiated experiences, and large blocks of time for play and exploration with appropriate facilitation from the adult. Routines such as feeding and toileting should be age appropriate and included as an integral part of children's experiences.
- **Physical environment:** The curriculum must provide appropriate guidance for teachers and caregivers on the physical environment, including guidance on room/home space arrangement, furnishings, equipment, and other aspects of the physical environment that reflects an understanding of child development and supports children's learning and development.

- **Social environment:** The curriculum must provide appropriate guidance on how teachers/caregivers can facilitate children's social-emotional development, including guidance on adult-child interactions, promoting children's peer relationships, and managing children's behavior.
- **Materials and experiences:** The materials and experiences used in the curriculum must be appropriate for the age and developmental level of children targeted and should include both child-directed and teacher/caregiver-directed activities. They should be engaging for children, play-based, and present concepts that are concrete and relevant to children's everyday experiences. The materials and experiences should be flexible enough to promote each child's development and learning in both indoor and outdoor settings, and provide a variety of experiences that support children in making choices, exploring and demonstrating independence. Materials and experiences must be free of bias, violent and otherwise unacceptable content.
- **Diversity:** The curriculum should support the development and learning of children from diverse backgrounds and explicitly address how adults can provide experiences that are culturally relevant and sensitive for children and families who reflect a variety of cultures, languages, socio-economic status, and structures.
- **Inclusion of children with diverse developmental/ability levels:** The curriculum should include provisions for modifications/adaptations as appropriate to include children with varying developmental/ability levels, including children with disabilities, children who speak languages other than English, gifted children, etc.
- **Family involvement:** The curriculum must include a plan for how teachers/caregivers will collaborate with families in a shared decision-making process and promote two-way communication between teachers/caregivers and families. Collaboration with families should be an integral part of the curriculum at the classroom/group level, and families should be included as collaborators in planning individualized experiences for their own children.
- **Implementation guides:** Curricula must provide adequate and appropriate explanatory materials for adults to support implementation of the curriculum. The materials should include guidance on the how to set up the environment, how to plan individualized and group instruction, how to implement activities, and how to interact with children. The curriculum may include resources or tools that facilitate teacher/caregivers' ability to assess the extent to which they are implementing the curriculum as it is designed.

