

*Funder's Letter Head*

*Date*

*Dear College President's Name*

The *funder* and *project facilitator* are very please to join you and your college faculty in working to improve early childhood teacher preparation across Colorado. We appreciate the support you have provided your early childhood faculty during the past year as they have become engaged in a planning phase of the *Strengthening Early Childhood Education Professional Development through Colorado Community Colleges* project. This letter contains updated information about the project and invites your formal commitment of your college's continued participation.

Research demonstrates that the content and quality of formal education of early childhood teachers is correlated to positive child outcomes. At present, there is a shortage of well trained and educated teachers in Colorado for children ages birth to five, and we anticipate that demand will continue to grow. Further, we I recognize that our community colleges are on the front line in preparing adults to educate our youngest and most vulnerable children. For many if not most of the adults working in this field, the first step in a formal education begins when they enroll in a community college early childhood education degree program. Attainment of a degree both improves teaching practice and increases the career pathways and opportunities for early childhood professionals. Therefore, you are well-positioned to have dramatic impact on the overall quality and outcomes of our State's school readiness efforts.

The *Strengthening Early Childhood Education Professional Development through Colorado Community Colleges* project was launched in January 2008 with training on NAEYC degree program accreditation for all early childhood department chairs. Agreement was reached in this session to- proceed on the project as a statewide coalition. For the past several months the project, in collaboration with the community college systems office, has engaged the early child community college faculty throughout the state in a planning phase. Based on the results of that phase, and a through a \$750,000,three-year grant awarded by the *funder*, we are ready to provide the financial and continued faculty development support to assist community colleges in achieving program improvement goals and/or NAEYC Accreditation by December 2011. We are using the NAEYC Accreditation standards and process as an organizing tool for this effort and encourage all colleges to work toward accreditation of their programs.

The enclosed Memorandum of Understanding (MOU) has been signed by Nancy J. McCallin for the use and benefit of all community colleges in the state system. By co-signing this letter, you are demonstrating your formal support of this project and agreeing to carry out the Duties and Obligations of CCCS Participating Colleges outlined in Section C of the MOU. **Please keep a copy of this letter for your records and return the signed copy to *project facilitator name and address*.**

We anticipate that funding to individual colleges under this MOU will be available by the end of January. If you have questions or need further information, please contact *project facilitator* at *phone number 1*. We look forward to our collaborative success in this important project.

Sincerely,

*Signature lines for each of the following*

*President and Executive Director Funder*

*President and CEO Project Facilitator*

*President of the Community College*

*Enclosures:*

- 1. Project Overview*
- 2. Memorandum of Understanding*