

Audience: Providers ▾	Perceived Risk: Low ▾	Additional Needs: None ▾
Purpose: Notice of required calendar submission		Delivery Method: BridgeCare Alert/Notice ▾
Call to Action: Review & Approve		
Clearance Complete Date: ASAP	Target Send Date: 7/25/25	Clearance Level Required: Other ▾

Subject: Colorado Universal Preschool Action Required: Calendar Submission

Dear Colorado Universal Preschool Provider,

Thank you again for participating in Colorado Universal Preschool in the 2025-26 school year!

We are writing to inform you of a new requirement that all providers are to submit their official Universal Preschool Calendar for the 2025-26 school year. As mentioned in the provider agreement under reporting requirements, annual calendars are going to be requested as a reported document moving forward in each school year. The purpose of this submission includes the following:

- Verification of weekly hours provided to families
- Verification of annual hourly requirements for UPK
- Clearly define which hours of service are not allowable to charge families, and, concurrently, delineate the permissible hours.
- Resource for the CCCAP team to reference for stacking funding.

To submit your calendar via this [submission link](#), there are two options available:

- You may choose a default calendar as your official UPK calendar
 - Depending on the program(s) you are reporting on, you may choose any of the following options provided:
 - 10 hours /week (360 total hours required)
 - 2 hrs/day (usual schedule of 5 days/wk) = 180 school days
 - 2.5 hrs/day (usual schedule of 4 days/wk) = 144 school days
 - 5 hrs/day (usual schedule of 2 days/wk) = 72 school days
 - 15 hours /week (450 total hours required)
 - 3 hrs/day (usual schedule of 5 days/wk) = 150 school days
 - 5 hrs/day (usual schedule of 3 days/wk) = 90 school days
 - 7.5 hrs/day (usual schedule of 2 days/wk) = 60 school days
 - 30 hours /week (900 total hours required)

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- 6 hrs/day (usual schedule of 5 days/wk) = 150 school days
 - 7.5 hrs/day (usual schedule of 4 days/wk) = 120 school days
 - You will also be expected to define the typical hours each day designated to UPK (ie. 9am-11am)
 - OR, You may choose to submit your calendar details as follows:
 - Start and end dates
 - Number of hours per day in general (as awarded to families) with start and end times
 - All days off where no provided services will be offered.

The submission of your official UPK calendar is due by September 15th, 2025. Please reach out to [your LCO](#) if you need further support. We appreciate your participation in Colorado Universal Preschool and wish you a successful year ahead.

Thank you,
Colorado Universal Preschool