

NC Pre-K Site Application



Application Deadline

Completed applications must be submitted to the
NC Pre-K Contract Administrator no later than:

Submit Original Application with Supporting Documents
No faxed or emailed copies will be accepted.

**NC Pre-Kindergarten (NC Pre-K)
Application Packet
Program Year 20__ - 20__**

APPLICATION PURPOSE AND AVAILABILITY

NC Pre-K funds may only be used to support services for young children in the year prior to entering Kindergarten. Approved Sites will be funded for the extent of the contract cycle. All awards are contingent upon and subject to appropriation, allocation and availability of funding through the North Carolina General Assembly and the North Carolina Division of Child Development and Early Education (DCDEE). Approved sites are required to comply with all applicable NC Child Care Rules, specifically Rule .3000 NC Pre-Kindergarten Services, the NC Pre-Kindergarten Program Requirements, and the NC Pre-K Fiscal Manual, during the funding cycle. **Approved sites are not required to resubmit an application for each funding cycle unless non-compliance is noted within site monitoring results.**

APPLICATION REVIEW PROCESS

Local NC Pre-Kindergarten (NC Pre-K) Programs are expected to offer families a variety of eligible settings to choose from in order to provide a high quality pre-kindergarten experience that will meet the needs of each individual child. A non-conflicted NC Pre-K Site Selection Sub-Committee will recommend sites for NC Pre-K placements and advise the local NC Pre-K Committee as they work to fulfill contractual site selection obligations. Information about approved sites is entered into the NC Pre-K Plan for _____ County, as directed by the North Carolina Division of Child Development and Early Education. Once the Division approves the plan, local contracts may be awarded by the contracting agency. Final funding of slots is contingent upon approval of the budget passed by the North Carolina General Assembly.

Approval as a site for the contract cycle _____ does not guarantee that slots will be awarded, only that a site is *eligible* to serve as a placement option for NC Pre-K children. Slot allocations will be voted upon by the NC Pre-K Committee at a later date and are subject to change based on direction from the Division of Child Development and Early Education.

While the primary consideration for the selection of sites and allocations of slots will be based on meeting the needs of children and families with the highest quality early education settings, consideration is given for existing NC Pre-K sites and continued employment for qualified NC Pre-K B-K Licensed teachers. Consideration is also given to new applicants who demonstrate high quality to ensure that a diverse selection of services is available for at-risk children. Continuation as an NC Pre-K site is not guaranteed.

APPLICATION DEADLINE

Completed applications must be received (not postmarked) by 5:00 PM on _____. Applications received after the deadline may not be accepted for review. Send or deliver the original application with supporting documents. No faxed or emailed copies will be accepted.

QUESTIONS AND TECHNICAL ASSISTANCE

The NC Child Care Rules, including Rule .3000, NC Pre-Kindergarten Service, may be found by clicking [here](#). For the NC Pre-K Program Requirements click [here](#).

Please contact _____, NC Pre-K Contract Administrator at (____) _____ if you have questions or need assistance in completing this application.

APPLICANT ASSURANCES and REQUIREMENTS

- A. All approved sites will be required to send a representative to attend NC Pre-K Meetings and submit monthly attendance reports by the 5th day of each month and meet monitoring requirements as indicated in the NC Pre-K Program Requirements and the NC Pre-K Fiscal Manual.
- B. The contract will be a Purchase of Services contract between the Contract Administrator and the NC Pre-K site. Sites will be reimbursed monthly per slot (based on a minimum required attendance) per month up to the maximum allowable or a classroom monthly reimbursement payment plan. Each applicant must agree to provide information requested, and must agree to participate in any audit or evaluation of NC Pre-K that is required by the North Carolina General Assembly or other state officials or agencies.
- C. The monthly reimbursement may be used to cover any operating expenses associated with the NC Pre-K classroom(s), including Pre-K staff compensation, materials/equipment or facility improvements needed to comply with facility licensing requirements.
- D. All NC Pre-K sites must provide their federal tax identification number to the contracting agency.
- E. The NC Pre-K site and classroom information, as submitted in the original site application for the contracted fiscal year will become an attachment to the contract and, as such, will become part of the contract. Any changes to this document must be submitted to and approved in writing by the Contract Administrator.
- F. NC Pre-K administrative and instructional staff must be approved initially by the NC Pre-K Contract Administrator, with final approval issued by the Division of Child Development and Early Education.
- G. All Site Administrators must hold a Level III NC Early Childhood Administrator Credential (NCECAC) or hold a Level II NCECAC and be working toward a Level III. Sites not meeting this requirement will not be considered.
- H. NC Pre-K instructional staff must meet criteria established in the NC Pre-K Program Requirements and the NC Child Care Rules, including Rule .3000 NC Pre-Kindergarten Services.
- I. Nonpublic school lead teachers who are working toward and/or maintaining a B-K Standard Professional II license will be required to enroll with the DCDEE NC Pre-K Early Educator Support, Licensure and Professional Development (EESLPD) Office. Public School teachers will work with their local public school system human resources/personnel offices to complete/maintain BK licensure.
- J. All NC Pre-K instructional staff are expected to participate in required professional development provided by the Contract Administrator. Site Administrators/Principals and Lead Teachers are required to complete additional BK licensure and professional development requirements (NC State Board of Education Licensure Policy).
- K. Teachers are expected to use an approved curriculum and a formative assessment system. The curriculum and formative assessment must align with the *NC Foundations for Early Learning and Development* standards. These tools must be used to conduct parent/teacher conferences to share children's progress throughout the year.
- L. Health screenings including physical, updated immunizations, vision, hearing and dental must be completed within 30 days of the child's enrollment. Dates of individual child health assessments, completed and signed by a Health Care Professional (North Carolina licensed physician, North Carolina approved nurse practitioner or a North Carolina licensed physician's assistant) within 12 months of the current school year, must be reported to the Contract Administrator within 30 days of enrollment.
- M. Developmental screenings must be completed by _____ (date). Children entering the program after the program's first day of operation must have a developmental screening within 90 days of enrollment. All assessments (health and developmental) must be documented and sent to the Contract Administrator for entry in the NC Pre-K KIDS system.
- N. NC Pre-K sites must comply with all statutory and administrative requirements for protection of children, including without limitation, reporting suspected child abuse, neglect or dependency as defined by G.S. Section 7B-101.
- O. All approved sites will be required to implement a (1) Transition Plan (into/out of NC Pre-K, into kindergarten); (2) Transportation Plan; and (3) Family Engagement Plan per NC Pre-K Program Requirements.

This signature certifies that the applicant has read the assurances and requirements and agrees to follow the requirements should this application be approved by the NC Pre-K Committee to be a NC Pre-K site.

Site Administrator Signature

Date

SITE INFORMATION

Name of Site/School:

DCDEE Facility License Number:

Star Rating:

Administrator Name:

Administrator Title:

Email Address:

Street address:

Mailing address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

Site Classification (Check One): Private Non-Profit Child Care/Head Start Center Private For-Profit Child Care Center
 Public School Head Start - Public School Developmental Day Program

Federal Tax ID #:

Elementary School District in which the site is located:

SLOT INFORMATION

Is your facility a: New NC Pre-K Site Existing NC Pre-K Site Previous NC Pre-K/MAF Site

Number of slots allocated for NC Pre-K for 2014-2015 school year (if applicable):

If an existing NC Pre-K site, is the site requesting to:

- Maintain number of slots from current year _____
 Increase number of slots (by how many: _____)
 Decrease number of slots (by how many: _____)

Total number of Slots Requested:**Number of Pre-K Classrooms Requested:**If existing site is requesting an *increase* in slots, **OR** if a new site, please complete the following:

Number of new slots that are available due to facility expansion or empty rooms

Number of new slots in school age classroom(s) that are vacant during school hours

Number of new slots in existing four-year-old classroom(s)

Number of new slots in room(s) currently occupied by an age group other than four-year-olds

If new site, earliest date NC Pre-K Program can be implemented?

Recruitment plan to identify unserved children:

Estimated number of children currently enrolled at site who will be 4 years of age for NC Pre-K on/or before August 31: _____

PROGRAM STANDARDS

NC Pre-K sites must operate within facilities holding a 4- or 5- star license from the NC Division of Child Development and Early Education. Please mark which license applies to this site.

Four-Star License Five-Star License Other _____(list) and attach explanation (e.g. change of ownership, change in location, etc.).

Has your site been issued an Administrative Action from DCDEE within the last 18 months?

Yes No

If yes, explain.

PROGRAM STANDARDS CONTINUED

Has your site had a substantiated abuse or neglect complaint in the last 18 months?

Yes No

If so, have you completed corrective action to the satisfaction of the state?

Has your site had a substantiated licensing complaint in the last 18 months?

Yes No

If yes, explain.

All NC Pre-K classrooms selected for evaluation must score a **minimum of 5.0** on the Early Childhood Environment Rating Scale-Revised (ECERS-R).

Provide your last NC Pre-K ECERS-R score(s) and the date of assessment(s): _____

For new sites provide your last ECERS-R score(s) for any evaluated classroom(s) at your site: _____

EDUCATION STANDARDS

Administrator

Administrator Name: _____ Highest

Degree Earned: _____ Major: _____

Number of Semester Hours in Early Childhood: _____ Number of Years' Experience as an Administrator: _____

Administrator Credential (check one):

NC Early Childhood Administrator Credential Level I I

NC Early Childhood Administrator Credential Level II

NC Early Childhood Administrator Credential Level III

Working toward NC Early Childhood Administrator Credential

NC Principal Licensure

If working toward, Specify Level: I II III

Lead Teacher (please complete for each NC Pre-K lead teacher, make additional copies as needed)

NC Pre-K Lead teachers must hold a minimum of a Bachelor's degree in early childhood, child development, or related field (human development and family studies, human growth and development, or child psychology) from a regionally accredited college or university, and be working toward a B-K License or eligible for a NC Initial Provisional Lateral Entry B-K License; or hold a North Carolina K-6 license and hold or qualify to hold a Provisional Preschool Add-on license; or hold another North Carolina or another state's license and hold or qualify to hold a NC Provisional B-K license.

NC Pre-K sites must employ staff who meet these minimum qualifications. I will ensure NC Pre-K classrooms are staffed according to the NC Child Care Rules, including Rule .3012. Yes No

Site: _____ Classroom: _____

Teacher Name: _____

How many years of experience does your NC Pre-K lead teacher have working with 4/5 year old children? _____

Which of the following does the **lead** teacher hold?

BA/BS Degree in Early Childhood Education or _____ **and** working toward BK License (Plan of Study on file)

NC Lateral Entry (LE) Provisional BK License NC Provisional BK Add-On License

NC BK Standard Professional I or Preschool Add-On License Other NC Teaching License (Special Ed., K-6, etc.)

NC BK Standard Professional II or Preschool (PreK/K) License

Another state's Teaching License (Elementary Education, Special Education, etc.)

Teacher Assistant (please complete for each NC Pre-K assistant teacher, make additional copies as needed)

NC Pre-K Assistant teachers must hold a minimum of a Child Development Associate (CDA) or an Associate's Degree from a regionally accredited college or university in Early Childhood Education. NC Pre-K assistant teachers working in public school settings must meet the Federal No Child Left Behind Law with 2 years' experience in a licensed facility, or 6 semester hours of Early Childhood Education coursework.

NC Pre-K sites must employ staff who meet these minimum qualifications. I will ensure NC Pre-K classrooms are staffed according to the NC Child Care Rules, including Rule.3013. Yes No

How many years of experience does your NC Pre-K assistant teacher have working with 4/5 year old children? _____

Does **assistant** teacher hold a minimum AA in ECE or a CDA? **OR**

Does assistant teacher working in a public school site meet No Child Left Behind with 2 years' experience in a licensed facility, or 6 semester hours of Early Childhood Education coursework? Yes No N/A

Previously Approved Teacher or Assistant Teacher ONLY:

If the answer to the previous question is **NO**, will lead teacher or assistant teacher have made adequate progress (minimum of 6 semester credit hours in early childhood education/child development)? Lead teacher (private setting only) must enroll with the NC Pre-K Program's Early Educator Support, Licensure and Professional Development (EESLPD) Office to be eligible for continued employment as an NC Pre-K teacher or teacher assistant for all program years. Yes No

GEOGRAPHIC, ACCESSIBILITY AND AFFORDABILITY

Screenings

All children enrolled in NC Pre-K must receive a developmental screening using an approved screening instrument, unless the child has an existing Individualized Education Program (IEP).

Does your site provide on-site developmental screenings?

Yes No

If yes, check the developmental screening instrument currently used by your facility:

Ages & Stages Questionnaires, Third Edition (ASQ-3) or Ages & Stages Questionnaires (ASQ) Parents' Evaluation of Developmental Status (PEDS)

Developmental Indicators for the Assessment of Learning, Third Edition (DIAL-3) or Fourth Edition (DIAL-4) Brigance Early Childhood Screen II, Preschool Screen II, Head Start Screen, K&1 Screen II

All children enrolled in NC Pre-K must receive a hearing, dental and vision screening.

Does your site provide free hearing screenings in addition to the child's pre-entry health assessment?

Yes No

Does your site provide free dental screenings in addition to the child's pre-entry health assessment?

Yes No

Does your site provide free vision screenings in addition to the child's pre-entry health assessment?

Yes No

NC Pre-K sites may not charge fees to parents unless a fee has been approved by the NC Pre-K Committee. Is your site willing to abstain from charging parents any fees not approved by the Committee? Yes No

Nutrition

Sites must provide breakfast and/or snacks and lunch meeting USDA requirements during the regular school day.

Does your site provide free meals for all NC Pre-K children?

Yes No

Does your site provide free meals and snacks for all NC Pre-K Children? Yes No

Transportation

Children eligible for NC Pre-K may not have access to transportation. NC Pre-K sites may need to offer transportation for families without a means to transport their child to/from NC Pre-K. Is your site able to offer transportation services (a small fee may be approved by the NC Pre-K Committee)? Yes No

What support would be needed for your site to offer transportation services?

Is your site able to offer transportation services at no cost?

Yes No

Wrap-Around Care

NC Pre-K does not fund wraparound care, however many parents/families need to base their site preferences on whether or not they have access to extended care when the NC Pre-K program is not operating. We will provide this information to parents/families during the enrollment process. Parents/families are informed that availability of extended care and rates charged are at the sole discretion of the site administrator, and rates and/or availability are subject to change.

Will your site offer wrap-around care for before and/or afterschool and on days when NC Pre-K is not in session?

Before School Care Only After School Care Only Both Before/After School Care No

Will your site offer care for holidays, teacher workdays, etc. (when Pre-K is not in session)? Yes No

Will your site offer summer care? Yes No

Support for Extended Care

Do you accept subsidy vouchers for children needing extended and full day care? Yes No

What do you typically charge for wraparound care? _____

Do you charge separately for morning and afternoon care? Yes No

If yes, please explain: _____

What are your daily rates for school breaks? _____

What are your weekly rates for summer care? _____

PLEASE NOTE: Fees collected for wraparound care are additional income for the site.

CLASSROOM AND FAMILY SUPPORT

Curriculum and Instructional Assessment

Do your classroom staff align lesson plans and learning experiences to the **NC Foundations for Early Learning and Development (NCFELD)** standards to ensure planning and instructional goals and strategies all developmental domains?

Yes No

If yes, please provide a copy (or copies) of a recent completed lesson plan with upon submittal of this application

Have your lead and/or assistant teacher(s) received training on the NCFELD? Yes No

NC Pre-K classrooms must use an approved curriculum. Check the approved curricula used in your facility:

- Tutor Time LifeSmart La Petite Academy Journey HighScope Preschool Curriculum High Reach Learning
- Links to Literacy Opening the World of Learning (OWL) Tools of the Mind, 6th Edition
- Passports: Experiences for Pre-K Success The Empowered Child, Childtime, 2nd Edition
- Explorations with Young Children: A Curriculum Guide from the Bank Street College of Education
- Investigator Club Prekindergarten Learning System
- The Creative Curriculum for Preschool, 4th or 5th Edition
- Other approved curriculum from DCDEE's approved list: _____
- No approved curricula is currently used

NC Pre-K classrooms are required to conduct ongoing *formative* assessments to gather information about each child's growth and skill development, as well as inform instruction. Check the assessment instrument currently used by your facility:

- HighScope Preschool Child Observation Record (COR) Work Sampling System Meisels or 4th Edition Learning Care System Galileo On-line Assessment System
- Galileo Pre-K Creative Curriculum Developmental Continuum, Ages 3-5 or Teaching Strategies Gold Other assessment instrument: _____ (list)
- Investigator Club High Scope Child Observation Record, 2nd Edition No assessment instrument is currently used.

Family Engagement

NC Pre-K sites shall develop a comprehensive plan for family engagement to implement strategies designed to develop partnerships with families and build reciprocal relationships that promote shared decision-making. What strategies have you used to encourage family engagement? **Please submit a copy of your Family Engagement Plan. Your plan should list all opportunities that your site offers for family engagement (example: festivals, curriculum nights, conferences, home visits, etc.)**

What is your plan for communicating with and supporting children and families who do not speak English or have limited English proficiency? What community resources are available to you and the families? **Please submit a copy of your written plan.**

Staff Compensation and Professional Development

EDUCATION/ LICENSURE/COMPENSATION:

NONPUBLIC SCHOOLS (CHILD CARE CENTERS, DEVELOPMENTAL DAY AND HEAD START PROGRAMS NOT IN PUBLIC SCHOOLS) - Teachers with a B-K license or Preschool Add On, Provisional B-K, Initial Provisional Lateral Entry BK or a BA/BS degree and Teacher Assistants with Child Development Associate Credential or an AA/AAS in Early Childhood are provided salary/wages and a menu of benefits, as described in Section 6, NC Pre-K Program Requirements.

Currently Meet Do Not Meet Plan to Meet

PUBLIC SCHOOLS (MAY OR MAY NOT INCLUDE HEAD START AND DEVELOPMENTAL DAY PROGRAMS OPERATED BY PUBLIC SCHOOLS) – Teachers must be compensated according to the NC Public School Salary Schedules.

Teachers with a B-K license or Preschool Add On, Initial Provisional Lateral Entry BK or a BA/BS degree and Teacher Assistants with Child Development Associate Credential or an AA/AAS in Early Childhood are compensated according to the NC Public School Salary Schedules, as described in NC Section 6, Pre-K Requirements.

Currently Meet Do Not Meet Plan to Meet

Note: Compensation questions only refer to staff in the Pre-K classroom and not to other staff at the facility.

ADDITIONAL PROGRAM INFORMATION

Children eligible for NC Pre-K may have identified disabilities or behavioral challenges. What is your plan for supporting children with identified disabilities or behavioral challenges and their families?

What support is needed for your site to successfully serve children with disabilities or behavioral challenges?

NC Pre-K sites shall develop and implement a written transition plan showing how the needs of participating children will be met as they transition into pre-kindergarten, out of Pre-K, and into kindergarten. **Please submit a copy of your Transition Plan.**

NC Pre-K sites must provide a Pre-K program for a minimum of 6.5 hours per day for 10 months (36 weeks) of instructional days per school calendar year (180 days).

Currently Meet Do Not Meet Plan to Meet

Instructional staff members work with their classroom of NC Pre-K children for at least 32 1/2 hours a week and do not exceed 40 hours a week under their NC Pre-K contract.

Currently Meet Do Not Meet Plan to Meet

Instructional staff (teachers and assistants) require additional time outside of the day-to-day instructional experiences for related instructional activities, including time for planning, scheduling and conducting home visits, meeting with children's families, meeting BK licensure requirements for the Beginning Teacher Support Program or Lateral Entry Teacher Program or to maintain the BK Standard Professional II license, and/or attending required professional development activities. Do teachers receive a minimum of 7 1/2 hours a week outside the instructional day for related instructional activities?

Currently Meet Do Not Meet Plan to Meet

If not currently meeting, explain plan to meet criteria:

NC Pre-K classrooms will not exceed a maximum staff-to-child ratio of 1 to 9 with a maximum class size of 18 children, with one lead teacher and one teacher assistant per classroom. Currently Meet Do Not Meet Plan to Meet

If not currently meeting, explain plan to meet criteria:

Some children with Individualized Education Plans (IEP's) may require smaller class sizes with less than 18 children or ratios smaller than 1:9 as part of their educational plan. Would your site be financially able to offer a smaller class size or lower ratio for children with these types of special needs?

Yes No

Do the NC Pre-K children have a dedicated, age appropriate, fenced playground space? Yes No
What other quality improvement or quality maintenance initiatives or staff trainings do you have in place?

NC Pre-K sites must provide a Pre-K program for a regular school day (6.5-10 hours per day Monday –Friday) for 180 instructional days per school calendar year. What hours will your site operate?

Start Time:

End Time:

Customarily, families are given a 15-minute window for drop-off and pick-up times. What is the earliest drop off time and latest pick-up time you would allow for NC Pre-K before the child would need to enroll in a before and/or afterschool program?

Earliest Drop-off Time:

Latest Pick-up Time:

NC Pre-K policy requires that sites must demonstrate that they are accessing other resources to help cover expenses for the NC Pre-K Program. List other resources used to cover expenses (subsidy vouchers for before/after school care, grants, in-kind from facility, Child and Adult Care Food Program (CACFP), etc.): **Attach additional documentation if needed.**

ADDITIONAL REQUIRED DOCUMENTS

The following documents, at a minimum, must be submitted with the NC Pre-K Site Application. Mark each box preceding each document to indicate inclusion in the application submission packet.

- Completed NC Pre-K Site Application
- Policy/ Plan to Communicate with Non-English Speaking Parents/Families
- Staff Benefits Summary and Compensation Schedule/Scale for NC Pre-K lead teacher/teacher assistant positions
- 4- or 5-Star Rated Facility License
- Transition Plan (Plan for meaningful/effective transitions for children/families into Pre-K, out of Pre-K and into Kindergarten)
- Family Engagement Plan

- Transportation Plan

- Documents to Verify Teacher Education/Credentials (Copy of NC BK or Other Type of Educator License, degree, transcripts, if feasible, resume, application, etc.)
- Recent, completed lesson plan (s) verifying use of NCFELD (*NC Foundations for Early Learning and Development*)
- Evidence of ECERS-R Rating (ECERS-R Summary Report)
- Other: Optional Local Contract Administrator Required Documents: _____

SIGNATURES

This application is complete and all information is accurate to the best of my knowledge. I understand that if any information is found to be false, the site will be deemed ineligible to participate in the NC Pre-K Program. I have read and will abide by all current NC Child Care Rules, including Rule. 3000, the NC Pre-K Program Requirements and the NC Fiscal and Contracting Requirements.

Site Administrator Signature

Date

Send completed application to:

★★★ COMPLETED APPLICATIONS ARE DUE BY 5:00 PM ON _____ ★★★

FOR OFFICE USE ONLY

Date Application Received _____

NC Pre-K Site Selection Sub-Committee Rubric Points Total _____

NC Pre-K Committee Decision Approved* Not Approved Pending Approval/ Request for Information
 Consider for Future Expansion or Changes

*Site approval does not guarantee a specific number of slots. Slot assignment is based on the NC General Assembly's allocation for Pre-K services in a community, as determined by the NC Pre-K Standardized Site Selection Rubric. Site observations, and if applicable, monitoring results for current NC Pre-K sites.

Date Applicant Notified of the NC Pre-k Committee Decision in Writing or Other Method _____