

2020-2021 NC Pre-K Program Guidance

Ongoing Biweekly Reports – due every other Monday by 5pm

The interim COVID-19 Reopening Policies for NC Pre-K Programs, released on August 3, 2020, requires all NC Pre-K sites to provide ongoing, regular reports based on the submission timeline below. Beginning with the February 8, 2021-February 19, 2021 reporting period, sites will utilize a NEW reporting template.

Reporting Period	Report Due Date
February 8, 2021 – February 19, 2021	February 22, 2021
February 22, 2021 – March 5, 2021	March 8, 2021
March 8, 2021 – March 19, 2021	March 22, 2021
March 21, 2021 – April 2, 2021	April 5, 2021
April 5, 2021 – April 16, 2021	April 19, 2021
April 19, 2021 – April 30, 2021	May 3, 2021
May 3, 2021 – May 14, 2021	May 17, 2021
May 17, 2021 – May 28, 2021	May 31, 2021
May 31, 2021 – June 11, 2021	June 14, 2021
June 14, 2021 – June 25, 2021	June 28, 2021

Each NC Pre-K site has been provided a personalized worksheet. Sites will complete the worksheet and submit the following information for each classroom.

- Number of NC Pre-K Children Enrolled
- CURRENT Mode of Instruction
- Anticipated Change to Mode of Instruction

Please review the information below to ensure your complete your ongoing biweekly reports correctly. If you have questions or need assistance, please reach out to Ar-Nita Davis or Ming Drogos. Worksheets must be completed and email to ncprek@ccpfc.org by 5pm on the relevant due date.

FIELD	INSTRUCTIONS
County	These fields have been populated using information from the NC Pre-K Plan data base. DO NOT CHANGE THESE FIELDS
Site Type	
Site Name	
Classroom Code	
Number of NC Pre-K slots <u>Allocated</u>	This information has been populated using information from budgets submitted to the NC Pre-K Plan. DO NOT CHANGE THESE FIELDS
Number of NC Pre-K Children Currently Enrolled	<p>This information has been populated using attendance/enrollment data from the NC Pre-K KIDS database and is based on January 2021 enrollment – PLEASE MAKE ADJUSTMENTS IF CLASSROOM ENROLLMENT NUMBERS CHANGE.</p> <ul style="list-style-type: none"> • This field should be completed based on the number of NC Pre-K children that have been enrolled in the NC Pre-K classroom during the reporting period. <ul style="list-style-type: none"> ○ Enrolled children = The number of children who are being served by the classroom and are reported in the NC Pre-K KIDS database.
Which option best describes the classroom's <u>CURRENT</u> Mode of Instruction? (Select from drop-down list)	<p>This field has been updated to provide a more comprehensive list of Mode of Instruction options.</p> <ul style="list-style-type: none"> • This field features a drop-down list with the following choices: <ul style="list-style-type: none"> ○ No NC Pre-K Children Enrolled ○ Fully Remote for ALL children ○ Hybrid: All children receive SOME in-person and SOME remote ○ Hybrid: SOME children are fully remote and SOME are in-person ○ Traditional/In-person for ALL children • Please select the mode of instruction that best describes how each classroom operated during the reporting period. This may or may not be the classroom's typical mode of instruction.
Do you anticipate the classroom's Mode of Instruction will change in the next 2 weeks? (Select from drop-down list)	<p>This field is intended to help identify classrooms that may be operating under a particular mode of instruction as a temporary measure (ex: operating fully remote in response to a short-term COVID closure)</p> <ul style="list-style-type: none"> • This field features a drop-down list with the following choices: <ul style="list-style-type: none"> ○ Yes ○ No • Please select the appropriate response for each classroom.

**Cumberland County NC Pre-K Ongoing-Biweekly Report
SFY 2020-2021**

Site Name:

Reporting Period	Classroom Code	Number of NC Pre-K Slots Allocated	Number of NC Pre-K Children Currently Enrolled	Which option best describes the classroom's CURRENT Mode of Instruction?	Do you anticipate the classroom's Mode of Instruction will change in the next 2 weeks?
2/8/21-2/19/21					
2/22/21-3/5/21					
3/8/21-3/19/21					
3/21/21-4/2/21					
4/5/21-4/16/21					
4/19/21-4/30/21					
5/3/21-5/14/21					
5/17/21-5/28/21					
5/31/21-6/11/21					
6/14/21-6/25/21					

Please email completed worksheet to ncprek@ccpfc.org by 5pm on the relevant due date.