

2020-2021 NC Pre-K Summer Learning Program Guidance

Guidance for Program Implementation

May 28, 2021

This guidance document is intended to provide information to NC Pre-K programs and Contracting Agencies regarding implementation guidelines and expectations for the 2020-2021 NC Pre-K Summer Learning Program.

It is the responsibility of the NC Pre-K Contracting Agencies to ensure that this guidance is shared with all NC Pre-K programs as well as NC Pre-K teaching staff.

DCDEE encourages contracting agencies to collaborate with local community partners and the NC Pre-K Committee to determine if this *optional* Summer Learning Program could be implemented in accordance with the guidelines below.

IMPORTANT

All contracting agencies must complete the [NC Pre-K Summer Learning Program Intent to Participate form](#) to inform DCDEE of their decision. Form must be submitted at least one week **PRIOR** to the first day of summer service or **by June 21, 2021** at the latest.

1. Program Requirements

Instructional Day

- The NC Pre-K Summer Learning Program must provide 6.5 hours per day of **traditional/in-person** NC Pre-K instruction, 5 days per week.

NOTE: Public school programs that are unable to operate for 5 days per week due to district and/or state-based decisions may request to operate for 4 days per week as long as they extend their duration of services in accordance with the **highlighted** column in the table below. Programs will receive payment based on the number of instructional days that are provided.

Duration of Services at 5 days per week	Total Instructional Days	Duration of Services at 4 days per week	Classroom Payment
4 weeks	20 days	5 weeks	\$22,500
5 weeks	25 days	6.25 weeks	\$28,125
6 weeks	30 days	7.5 weeks	\$33,750

Example: Classroom A must operate on a 4-day per week schedule due to district requirements. Therefore, the classroom must operate for a minimum of **6.25 weeks/25 instructional days** in order to receive payment for a 5-week NC Pre-K Summer Learning Program.

Wrap-around Care

- The NC Pre-K Summer Learning Program must provide wrap-around services before and after the NC Pre-K instructional day to ensure children are offered a minimum of 10 hours of care per day. Families are not required to utilize wrap around services.

NOTE: Families must **NOT** be charged a fee for wrap-around care.

- Wrap around services may be provided by the school system's before and after school program. All programs must adhere to all NC Child Care rules related to ratio, staff qualifications and other necessary requirements.
- Programs may also choose to coordinate with another agency to provide wrap around care before and after the 6.5-hour instructional day.
- Programs may continue to collect subsidy voucher payments for wraparound care for any children enrolled in the NC Pre-K Summer Learning Program.

2. Child Eligibility & Prioritization

The NC Pre-K Summer Learning Program is intended to provide services to children who are the most at-risk. Therefore, while the program may be made available to any rising kindergartner, priority should be given to children who were enrolled in NC Pre-K during the 2020-2021 program year and children who are NC Pre-K eligible but have not received NC Pre-K services. NC Pre-K Program eligibility requirements can be found in Section 3 of the [NC Pre-K Program Guidance Requirements](#).

Determining Child Eligibility

- Program eligibility does **NOT** have to be re-determined for children who were enrolled in the NC Pre-K program this year or for children on the waitlist who were previously deemed eligible for NC Pre-K services. Parents must submit the NC Pre-K Summer Learning Enrollment form in order to participate in the program.
- Children who were not previously deemed eligible for NC Pre-K services **must** have their eligibility determined via parent attestation on the Parent Application for NC Pre-K Summer Learning form.

NOTE: NC Pre-K Contracting Agencies are responsible for maintaining documentation of child eligibility for the NC Pre-K Summer Learning Program. Documentation may be collected by the NC Pre-K site but must be submitted to the NC Pre-K Contracting Agency for review prior to child enrollment.

Prioritization

- Prioritization for enrollment in the summer program should be based on the following:
 - **1st priority:** Children enrolled in NC Pre-K during the 2020-2021 program year.
 - **2nd priority:** Children who were not enrolled in NC Pre-K during the 2020-2021 program but meet NC Pre-K program eligibility requirements.
 - **3rd priority:** Any rising kindergartner regardless of NC Pre-K program eligibility.
 - These children should only be served when there are no other 1st or 2nd priority children and spaces remain available.

3. Reporting Requirements

County/Region Service Report

- Each NC Pre-K contracting agency participating in the NC Pre-K Summer Learning program must complete the *NC Pre-K Summer Learning County/Region Service Report* prior to beginning services. Contracting agencies will be emailed a personalized Excel worksheet that has been prepopulated with their current NC Pre-K sites and classrooms. Contracting agencies will complete the worksheet and provide the following information for each classroom in their county/region:
 - Summer Learning Program participation (Yes/No)
 - If yes:
 - Facility License Number
 - Duration of Services
 - Program Start Date
 - Number of Eligible Children Enrolled
 - Status of Lead Teacher
 - Status of Teacher Assistant

Worksheets must be completed and emailed to Patricia McCarter, NC Pre-K Coordinator at patricia.mccarter@dhhs.nc.gov by 5 PM on June 21, 2021.

Site, Classroom, and Child Data

- NC Pre-K Summer Learning Program providers will be required to provide program and service data using the **NC Pre-K Summer Learning Program Portal** (Portal).
- The Portal will collect the following information:
 - Classroom(s)
 - Duration of services
 - Program start date
 - Lead teacher name and licensure status
 - Teacher assistant name and education
 - Children
 - First and last name
 - Date of birth
 - Child demographics
 - Primary language
 - Special needs information
 - NC Pre-K enrollment status for 2020-2021
 - NC Pre-K eligibility information
 - Attendance data

Approved providers will receive instructions for registering their facility in the Portal in a separate document. This registration must be completed by June 25, 2021.

- NC Pre-K Contracting Agencies will be provided view only access to the Portal to review provider entries. NC Pre-K Contracting Agencies **MUST** have a Business NCID in order to access the Portal. Instructions for creating a Business NCID are in steps 1-13 beginning on page 2 of this [job aid](#). If the NC Pre-K Contracting Agency already has a Business NCID, it is not necessary to create another one.

Contracting Agencies will need to provide their Business NCID to their NC Pre-K Program Policy Consultant prior to gaining access to the Portal.

4. Program Monitoring Requirements

NC Pre-K Contracting Agencies are responsible for ensuring that the NC Pre-K Summer Learning Program is implemented in accordance with the guidance and expectations outlined in this document as well as in the [2020-2021 NC Pre-K Summer Learning Program Guidance – Initial Guidance for Program Participation](#).

- Each NC Pre-K contracting agency participating in the NC Pre-K Summer Learning program must complete the *NC Pre-K Summer Learning County/Region Program Monitoring Report* at the end of the program. Contracting agencies will be emailed a personalized Excel worksheet that has been prepopulated with their NC Pre-K Summer Learning Program sites and classrooms. Contracting agencies will complete the worksheet and answer the following questions for each classroom:
 - Did the classroom operate for a minimum of 4 weeks?
 - Did the classroom enroll a minimum of 9 eligible children?
 - Did the classroom have a B-K licensed Lead Teacher?
 - Did the classroom have a qualified Teacher Assistant?
 - Were children assessed using Teaching Strategies Gold prior to the end of the program?

Worksheets must be completed and emailed to Patricia McCarter, NC Pre-K Coordinator at patricia.mccarter@dhhs.nc.gov by 5 PM on August 23, 2021.

5. Reimbursement

Funding Amounts

- Classrooms participating in the NC Pre-K Summer Learning Program will be reimbursed based on a classroom rate of \$5,625 per week.
NOTE: Classrooms must be appropriately staffed and enroll a minimum of 9 eligible children in order to be eligible to receive reimbursement.
- Classrooms participating in the NC Pre-K Summer Learning Program will also be provided with \$2,500 in additional funding to support program delivery.

Example: Classroom A meets the eligibility criteria for the NC Pre-K Summer Learning Program, has a minimum of 9 eligible children enrolled, and is appropriately staffed. Classroom A would receive the following reimbursement amounts dependent on the duration of services.

Duration of Services	Classroom Payment	Additional Funds	TOTAL PAYMENT
4 weeks	4 x \$5,625 = \$22,500	\$2,500	\$25,000
5 weeks	5 x \$5,625 = \$28,125	\$2,500	\$30,625
6 weeks	6 x \$5,625 = \$33,750	\$2,500	\$36,250

Contract Amendment

- Current NC Pre-K contracts for SFY 20-21 will be amended and effective June 1, 2021 and the contract end date will be extended from June 30, 2021 to August 31, 2021. It is recommended that existing subcontracts with participating sites be amended and extended instead of creating a new subcontract for these funds.

NOTE: SFY 21-22 NC Pre-K contracts will still be effective July 1, 2021 and will not be affected by the amendment and continuation of the current SFY 20-21 NC Pre-K contract.

- Contractors will not need to send in a Line Item Budget. The maximum allowable budget for administrative funds will be added in the Not Otherwise Classified category. The maximum allowable budget for direct services funds, which includes the additional classroom support funding will be added to the direct services budget category.
- The funding breakdown will be included in the contract budget narrative as outlined below:

- **Administrative Funds Budget Narrative:**

Funds budgeted for the administrative program oversight and monitoring of the NC Pre-K Summer Learning Program at 10% of direct services.

- **Direct Services Funds Budget Narrative – Example**

Funds budgeted for NC Pre-K Summer Learning Program direct services funding for 5 classrooms for 6 weeks (5 classrooms x \$5,625 x 6 weeks = \$168,750) and an additional \$2,500 per classroom for support (\$2,500 x 5 classrooms = \$12,500) for total program funding amount of \$181,250 (\$168,750 + \$12,500).

NOTE: Total direct services funding will be calculated based on the information provided on the *NC Pre-K Summer Learning County/Region Service Report*.

Payment Guidance & Distribution

- The NC Pre-K Summer Learning Program is 100% federal dollars awarded through the [Coronavirus Response and Relief Supplemental Appropriations \(CRRSA\) Act](#). Contracting Agencies will receive a separate FSR workbook to submit payment for these funds and it is recommended that Summer Learning program funding be kept separate from regular NC Pre-K program funding.

Financial Status Report Submission Process

- Contracting agencies will submit a FSR for the full amount budgeted for direct services funds only immediately upon the execution of the contract amendment.
- After the DCDEE NC Pre-K Program staff have verified the amount of direct services provided and calculated the maximum allowable amount of administrative funding that can be requested, then contracting agencies will submit a final FSR.
- The final FSR will reconcile direct services expenses to determine the accurate administrative payment amount. Administrative costs will be paid in one lump sum as requested on the final FSR.

6. Training & Program Support

MyTeachingStrategies® Summer Learning Resources

- [Building a Bridge to Kindergarten: Summer Program](#)
 - This Teaching Guide offers a fun, engaging and interesting summer program where children can learn (or re-learn) the important skills they need for their new adventures in kindergarten.
 - There are four weeks of exciting, hands-on activities where children will build and create with boxes, water and simple machines and develop important kindergarten readiness skills like working as a group, problem-solving, emergent reading and writing, recognizing numbers, counting, and much more!
- [Investigations](#) that last 3-5 days.
 - **How Does Rain Change the Environment** - This Investigation builds upon children's interest in rain to help them explore their outdoor environment before, during, and after it rains.
 - **What Jobs Do We Do at Home or at School** - This Investigation builds on most children's natural desire to help.
 - **How Can We Say "Thank You" to People in Our Community?** - This Investigation gives children the opportunity to say thank you to classmates, family members, a school worker, and a community helper.
- [32 other Teaching Guides available digitally](#) with your subscription to *The Creative Curriculum*® Cloud through the Library area.
 - Including the [Guided Edition Teaching Guides](#) which feature robust, embedded coaching, support, and studies that last 4 weeks.
- ReadyRosie
 - Summer Soar Playlists
 - Automatically delivered via text or email to families connected to ReadyRosie
 - 10 weeks of content delivered every Monday
 - Delivered in English or Spanish
 - Optional adventure map and printable playlists can be sent home (printed packets for families with connectivity issues)
- Ready for K Pre-Curated Playlists
 - If teachers choose to, they can send pre-curated playlists around Kindergarten Readiness
 - All in English and Spanish

Professional Development Training Sessions

- **Building a Bridge to Kindergarten: Summer Learning:** This 3-hour session will support teachers to craft their summer learning strategy using *The Building a Bridge to Kindergarten, Teaching Guide*. The dynamic planning tools of *The Creative Curriculum® Cloud*, will be explored as teachers delve into the four-week *Teaching Guide* and explore how to facilitate investigations with boxes, water and simple machines. Participants will also consider the need for supporting kindergarten readiness skills to build a strong foundation to support children's' preparedness for kindergarten. Additionally, teachers will explore *MyTeachingStrategies®* and review how to use GOLD® to effectively document, assess, and guide students' progress. The connection to meaningful, home learning experiences will be explored through ReadyRosie.
 - Will be offered virtually via Zoom to support summer learning programs
 - Event registration link will be available in advance of the sessions
 - The 3-hour sessions will be offered June 14 - July 12 at various times of day Monday-Friday with some Saturday options as well.
 - This training is required for teachers in summer learning programs

Additional Support

- Office Hours via Zoom
 - Offered on a weekly basis on Wednesdays from 3:30-4:30 pm, June 23-Aug 18
 - Registration link posted in advance of sessions
- [Webinar: Implementing Studies with The Creative Curriculum® Cloud](#): This 1-hour recorded webinar covers the features and functionalities teachers subscribed to The Creative Curriculum® Cloud can use to implement studies. Topics include:
 - how to add a study to your planning calendar,
 - how to create plans for each week of the study,
 - how to access daily practice resources suggested for each study in the Library area, and
 - how to share resources with families to bring the study home.
- ReadyRosie - Ready for Kindergarten Family Workshop templates and guides
 - Provide easy to follow guidelines for programs to facilitate family workshops. Including PowerPoint, facilitator's guide, etc.
 - All in English and Spanish
 - Can be one hour or ten minutes

Classroom Set Up in MyTeachingStrategies®

- Local administrators are able to set up their summer classrooms. These resources are walk through the necessary steps.
 - [How to add a teacher](#)
 - [How to add a class](#)
 - [How to add a child record](#)
 - [How to import child records](#)
 - [How to transfer children](#)
 - [Additional Information and support steps available](#)
- Additional supports and information on how to schedule consultations to assist you with your classroom set-ups will be provided when programs submit their Letters of Intent to participate in the NC Pre-K Summer Learning Program.

Child Assessments

- Children participating in the NC Pre-K Summer Learning Program must be assessed using the Teaching Strategies GOLD® assessments. Checkpoint end date will be August 20, 2021.
- NC Pre-K teachers, administrators, and contracting agencies should work together to develop a process for ensuring that assessment data is shared with families as well as kindergarten teachers.

Who to Contact?

If you are an NC Pre-K Site/Program, please contact your local NC Pre-K Contracting Agency for support	
NC Pre-K Summer Learning Program Requirements, Child Eligibility & Prioritization, County/Region Service Report, Program Monitoring Requirements	NC Pre-K Program Policy Consultants Frances Minton (<i>North East</i>) Jennifer Griffith (<i>West</i>) francis.minton@dhhs.nc.gov jennifer.griffith@dhhs.nc.gov (919) 604-7626 (919) 609-6921 Jeanne Barnes (<i>South East</i>) Sharon Stukes (<i>Central</i>) jeanne.barnes@dhhs.nc.gov sharon.stukes@dhhs.nc.gov (919) 814-6357 (704) 594-0151
Contract Amendments and Payment Distribution (FSRs)	Candice Bailey, Contracts Manager candice.bailey@dhhs.nc.gov
NC Pre-K Summer Learning Program Portal Technical Issues <i>(Additional information about registration will be forthcoming)</i>	Guidance, Instructions for Access to the portal, and Technical Support will be provided once the portal is available.
Teaching Strategies: Training Registration Assistance	training@teachingstrategies.com
Teaching Strategies: All Other NC Specific Questions	nc@teachingstrategies.com