

NC Pre-K Summer Learning Program Provider Portal

- **Portal will be used to capture details about each individual program and classroom as well as child and attendance information**
- **Access to this portal will be granted to those individual providers approved to participate in NC Pre-K Summer Learning Program**
- **Detailed job aid will provide step by step instructions**

How to Access the Portal

I Want To...

- [View/Print Information About Subsidized Child Care](#)
- [Contact my local Department of Social Services or Local Purchasing](#)
- [Visit the Division of Child Development and Early Education Website](#)

NC Pre-K Summer Learning Program
Provider Portal

Log On

You will be redirected to NCID site to log in

- Portal link will be available on the regular NC FAST Provider Portal Home page (<https://providerportal.nc.gov/NavigatorS/logon.jsp>)

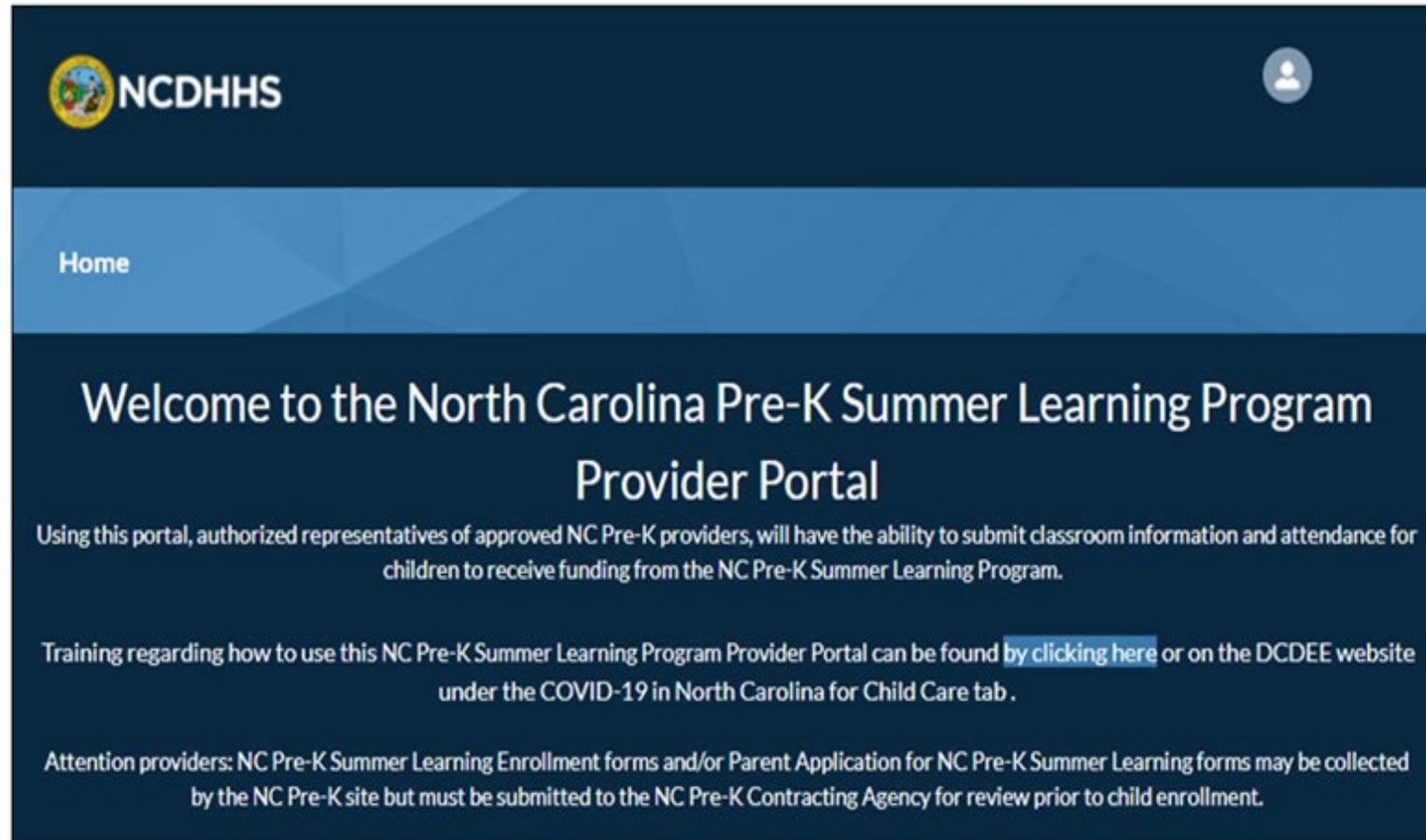
Business NCID

- **Business NCID required for access – same business NCID used for accessing NC FAST Provider Portal for Subsidized Child Care Assistance Program**



The image shows a login form for NCID. At the top, the text "NCID" is displayed in a large, stylized font, with a blue map of North Carolina and a yellow padlock icon integrated into the letters. Below this, the text "NCID" appears in a smaller, plain font. The login form consists of three main elements: a text input field labeled "Username", a text input field labeled "Password", and a blue button labeled "NCID Login". These three elements are enclosed in a red rectangular border. Below the login fields, there are three links: "Forgot Username", "Forgot Password", and "Unlock Account". At the bottom left of the form area, there is a link "Need Help?", and at the bottom right, there is a link "Register!".

NC Pre-K Summer Learning Program Home Page



The screenshot shows the home page of the NC Pre-K Summer Learning Program Provider Portal. At the top left is the NCDHHS logo, and at the top right is a user profile icon. Below the logo is a blue navigation bar with the word "Home". The main content area has a dark blue background with white text. The heading reads "Welcome to the North Carolina Pre-K Summer Learning Program Provider Portal". Below this, there are three paragraphs of text providing information about the portal's purpose, training resources, and enrollment procedures.

 NCDHHS 

Home

Welcome to the North Carolina Pre-K Summer Learning Program Provider Portal

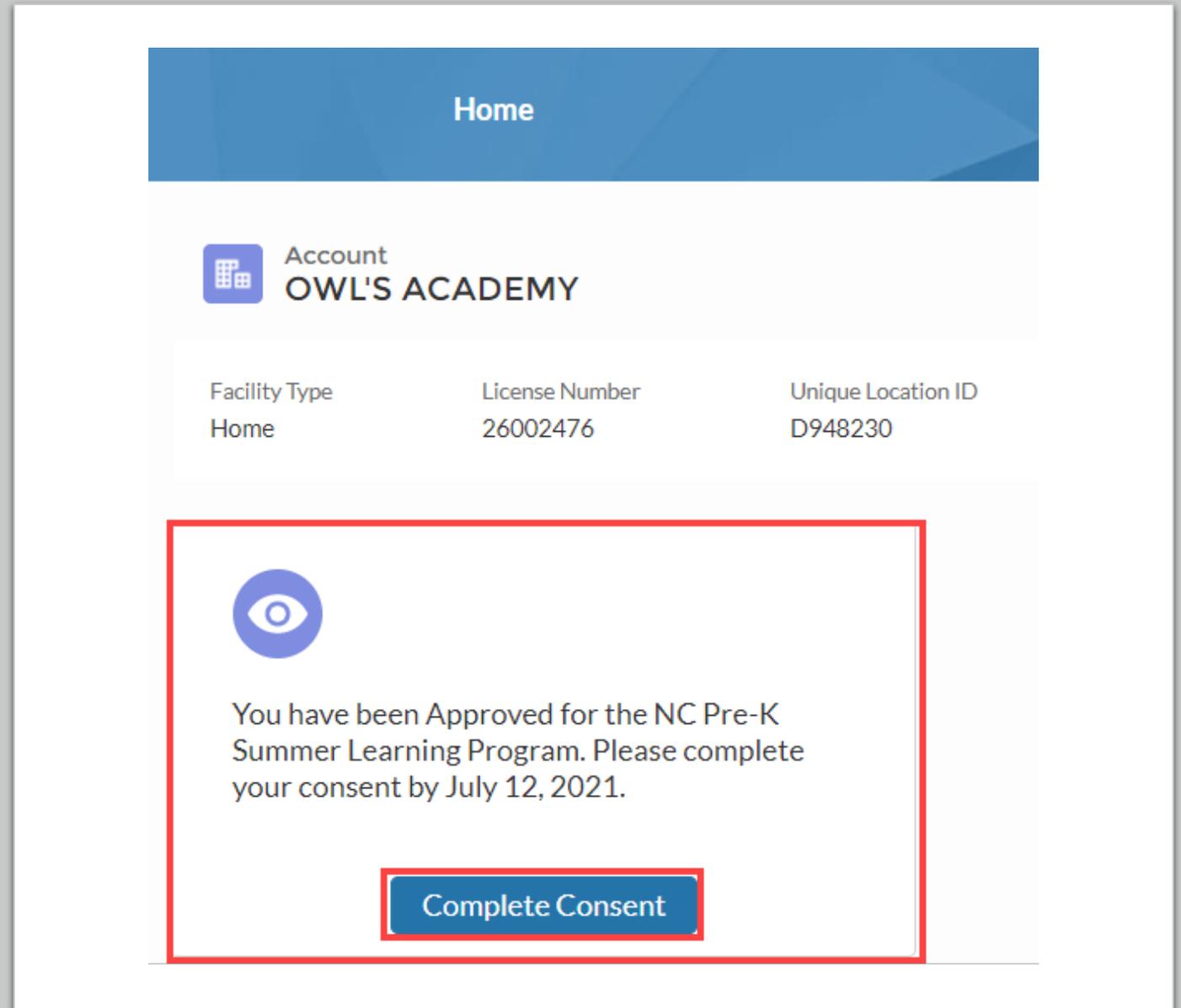
Using this portal, authorized representatives of approved NC Pre-K providers, will have the ability to submit classroom information and attendance for children to receive funding from the NC Pre-K Summer Learning Program.

Training regarding how to use this NC Pre-K Summer Learning Program Provider Portal can be found [by clicking here](#) or on the DCDEE website under the COVID-19 in North Carolina for Child Care tab .

Attention providers: NC Pre-K Summer Learning Enrollment forms and/or Parent Application for NC Pre-K Summer Learning forms 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.

Program Consent

- **Consent must be completed by July 12, 2021**



The screenshot displays a web interface with a blue header bar containing the word "Home". Below the header, there is a section for the user's account, labeled "Account OWL'S ACADEMY", with a small icon of a building. Underneath, a table lists facility details:

Facility Type	License Number	Unique Location ID
Home	26002476	D948230

Below the table, a red-bordered box highlights a notification. It features a blue eye icon and the text: "You have been Approved for the NC Pre-K Summer Learning Program. Please complete your consent by July 12, 2021." At the bottom of this box is a blue button with the text "Complete Consent".

Consent to Program Requirements



Below are the requirements for the NC Pre-K Summer

Learning Program

- Classroom must begin services by July 12, 2021
- Classroom must operate for a minimum of 4 weeks
- Classroom must have a minimum of 9 eligible children enrolled
- Lead Teachers must hold a current B-K License
- Teacher Assistants must meet NC Pre-K eligibility requirements
- Classroom must provide 10 hours of care per day which includes 6.5 hours of in-person NC Pre-K instruction
- Minimum pay for a Lead Teacher is \$22/hr
- Minimum pay for a Teacher Assistant is \$15/hr

I consent to the above Terms.

Submit

Program Settings

- Update Program Setting:

 Account
OWL'S ACADEMY

Facility Type	License Number	Unique Location ID
Home	26002476	D948230



Thank you for registering for the NC Pre-K Summer Learning Program.
Below are the details

Consented on	June 07, 2021, 06:15 PM
Consented by	Eleanor Smith

County
Program Setting

[Update Program Setting](#)

Setting of the Program

* Please select the setting of the program

- Head Start Facility
- Private Child Care Facility
- Public School

Submit

Add a Classroom



Account
OWL'S ACADEMY

Facility Type
Home

License Number
26002476

Unique Location ID
D948230



Thank you for registering for the NC Pre-K Summer Learning Program. Below are the details

Consented on June 07, 2021, 06:15 PM
Consented by Eleanor Smith
County
Program Setting Private Child Care Facility

Add Classroom

Update Program Setting

Classroom Information

The screenshot shows a web form titled "New Classroom" with a sub-section "Information". The account is listed as "OWLS ACADEMY". A red rectangular box highlights the following fields: Classroom Name, Start Date, Lead Teacher's Name, Does the Lead Teacher have a B-K License (dropdown menu), Assistant Teacher's Name, Duration (dropdown menu), Lead Teacher's Degree, and Assistant Teacher's Degree (dropdown menu). At the bottom right, there are three buttons: "Cancel", "Save & New", and "Save", with the "Save" button also highlighted by a red box.

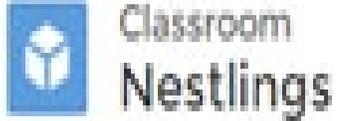
- Classroom Name
- Start Date (between 6/1/2021 – 7/12/2021)
- Lead Teacher's Name
- Does Lead Teacher have B-K license?
- Assistant Teacher's Name
- Duration of Program
- Assistant Teacher's Degree

Classroom Details Summary

Classrooms (1)			
Classroom Name	PreK Student Count	Total PreK Children	
Nestlings	 Minimum Children Requirement NOT Met	0	
View All			

Monthly Attendance Sheets (6+)			
Month Name	Record Type	Submission Status	Submission Status Indicator
June 2021	PreK Student	In Progress	 
July 2021	PreK Student	In Progress	 
August 2021	PreK Student	In Progress	 

Add NC Pre-K Children to Classroom



Create NC Pre-K Child

Account

OWLS ACADEMY

Classroom Name

Nestlings

Add NC Pre-K Child to Classroom

New Contact: PreK Child

Contact Information

Account Name
Test Facility

Class Room
Rainbow One

Active

* Name

Salutation
--None--

First Name

Middle Name

* Last Name

Suffix

Cancel Save & New Save

- *First Name
- Middle Name
- *Last Name
- Suffix

Child Information

* Birthdate 

* Sex

* Does the child have a special need?

* Ethnicity

* Enrolled in NC Pre-K for 20/21?

Program Name

View all dependencies

Is the child NC Pre-K eligible?

Eligibility criteria child meets

View all dependencies

* Is English the child's first language?

First Language

* Race

- * Birthdate (type or calendar)
- * Sex (drop-down menu)
- * Special Need (yes/no)
- * Ethnicity (drop-down menu)
- * Enrolled in NC Pre-K for 20/21? (yes/no)
- Program Name (text box)
- Is child NC Pre-K Eligible? (yes/no)
- Eligibility Criteria (drop-down menu)
- * English First Language (yes/no)
- * Race (drop-down menu)

View Classroom Roster and Manage Attendance

 PreK Children (6+)

Name	Account Name	Phone
Jack Jones	Test Facility	
Betsy Matthews	Test Facility	
Kris Willow	Test Facility	
Kenny Cloud	Test Facility	
Jason Kidd	Test Facility	
Louisa June	Test Facility	

[View All](#)

Save Attendance

Date	Jones, Jack(8/1/2016)	Matthews, Betsy(6/25/2016)	Willow, Kris(8/15/2016)	Cloud, Kenny(6/25/2016)	Kidd, Jason(5/15/2016)	June, Louisa(8/12/2016)	Brown, Steve(8/4/2016)	Spring, Scilla(5/5/2016)	Smith, Freesia(9/15/2015)	Cary, Cinnamon(6/10/2016)	Lane, Josefa(4/7/2016)	Flanders, Ella(8/1/2016)	Greem, Blossom(8/2/2016)	Date
6/4/2021	Present ▾	Present ▾	Present ▾	Present ▾	Present ▾	Present ▾	Present ▾	Present ▾	Present ▾	Present ▾	Present ▾	Present ▾	Present ▾	6/4/2021
6/7/2021	None ▾	None ▾	None ▾	None ▾	None ▾	None ▾	None ▾	None ▾	None ▾	None ▾	None ▾	None ▾	None ▾	6/7/2021

Save Attendance

Save Attendance

Date	Jones, Jack(8/1/2016)	Matthews, Betsy(6/25/2016)	Willow, Kris(8/15/2016)	Cloud, Kenny(6/25/2016)	Kidd, Jason(5/15/2016)	June, Louisa(8/12/2016)	Brown, Steve(8/4/2016)	Spring, Scilla(5/5/2016)
6/4/2021	Present ▾	Present ▾	Present ▾	Present ▾	Present ▾	Present ▾	Present ▾	Present ▾
6/7/2021	None ▾	None ▾	None ▾	None ▾	None ▾	None ▾	None ▾	None ▾

Time for Questions

