

# Covid-19 - NC Pre-K Summer Learning Program Provider Portal Job Aid

Last Updated: 6/9/2021

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## Overview

This job aid describes the processes for NC Pre-K providers to register and participate in the Covid-19 Subsidized Child Care Assistance (SCCA) NC Pre-K Summer Learning Program.

This Program provides support for NC Pre-K classrooms (with a minimum of 9 children, maximum of 18 children) for 4, 5, or 6 week programs offered between June 1, 2021 and August 20, 2021.

Providers must be pre-approved for the NC Pre-K program in order to participate in the Summer Learning Program. Additional criteria must be met to participate in the program and providers must attest to meeting these criteria when they register in the program online.

Access to the Program is via the NC FAST Provider Portal. The deadline for registering for the Program is July 12, 2021.

### Notes:

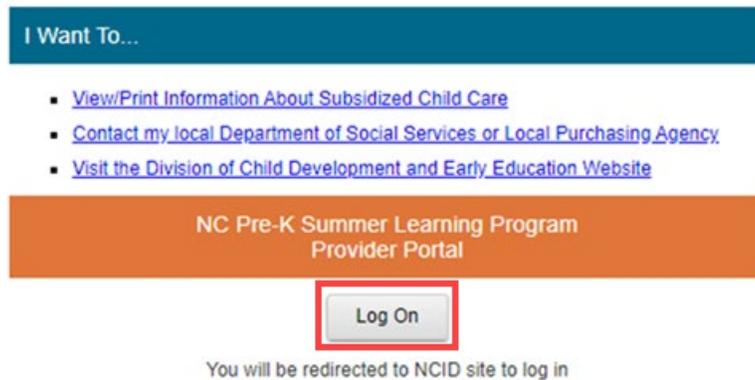
- Items marked with an orange asterisk are required.
- When an error or omission occurs, NC FAST will report an error which must be fixed before continuing with the application or entering attendance.

Review the errors on this page.

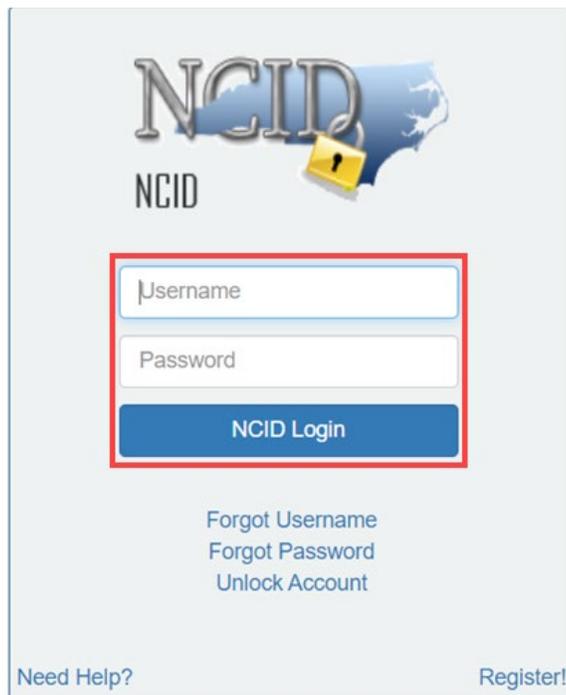


## Instructions: Program Login

1. On the NC FAST Provider Portal Home page, click **Log On** under the NC Pre-K Summer Learning Program Provider Portal bar.



2. The NCID login page displays. Enter your **NCID** and **password** then click **NCID Login**.



3. The NC Pre-K Summer Learning Program home page displays.



**NC FAST**

North Carolina Families Accessing  
Services through Technology

The screenshot shows the NCDHHS logo in the top left and a user profile icon in the top right. Below the navigation bar, the main heading reads "Welcome to the North Carolina Pre-K Summer Learning Program Provider Portal". The text below explains that authorized representatives of approved NC Pre-K providers can use the portal to submit classroom information and attendance. It also provides training information and a note for attention providers regarding enrollment forms.

4. Program Reminders are shown near the bottom of this page:

**Reminders:**

- All NC Pre-K children in the summer learning program must be created using the Create NC Pre-K Child (confirm that is label on button) button
- Once all NC Pre-K Summer Learning Program children have been added to the Attendance Sheet, remember to Submit the Attendance Sheet.
- If a child is mistakenly added to an attendance sheet, providers may exclude them from the month by editing the attendance record.
- Only NC Pre-K Summer Learning Program monthly attendance may be updated at this time.

5. If your facility is eligible for the NC Pre-K Summer Learning Program, the following image displays. Click the **Complete Consent** button. To continue, move to the next section in this job aid: *Enter Consent and Complete Registration*.

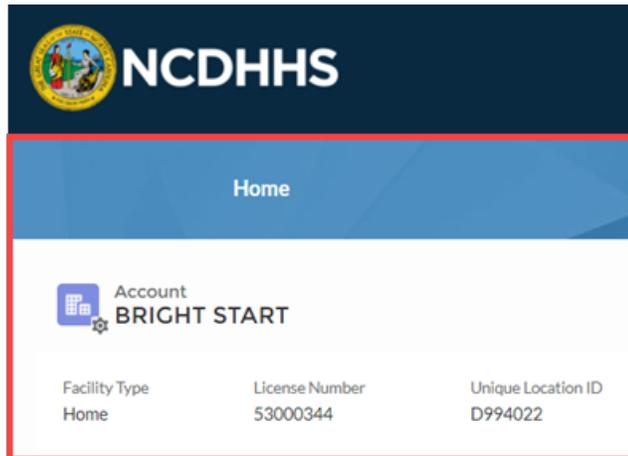
The screenshot shows a "Home" button at the top. Below it is the account information for "OWL'S ACADEMY". A table displays facility details:

Facility Type	License Number	Unique Location ID
Home	26002476	D948230

Below the table is a notification box with an eye icon, stating: "You have been Approved for the NC Pre-K Summer Learning Program. Please complete your consent by July 12, 2021." A "Complete Consent" button is highlighted with a red box.



6. If your facility is not eligible or has not been enrolled in the program, the following image displays.



**Note:** Contact your NC Pre-K Contracting Agency if you have questions about your eligibility for the NC Pre-K Summer Learning Program.

## Enter Consent and Complete Registration

1. A pop-up appears listing the requirements for participation in the NC Pre-K Summer Learning program. Read the requirements and, if your facility meets the requirements, click the '**I consent to the above Terms**' check box to confirm this. Click **Submit**.

 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.



2. A pop-up appears showing details regarding your consent to participate in the NC Pre-K Summer Learning Program. Review these details for accuracy then click the **Update Program Setting** button.

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**

3. A pop-up appears listing three types of program settings. Click the **radio button** next to the program setting that applies to your facility then click **Submit**.

\*Please select the setting of the program

Head Start Facility  
 Private Child Care Facility  
 Public School

**Submit**

4. The registration pop-up appears showing additional program details. If the Program Setting is incorrect, click the **Update Program Setting** button to change it.

**Note:** DCDEE and NC FAST will add County information to your registration details.



## Add an NC Pre-K Classroom

1. If the information on the registration pop-up is correct, click the **Add Classroom** button to add a classroom.

 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	Private Child Care Facility

**Add Classroom**    Update Program Setting

2. The New Classroom pop-up appears. Enter or select information according to the instructions below.

### Notes:

- Participation in the Summer Learning Program is supported at the classroom level. Each classroom can have a different start date and program length and must include at least 9 children.
  - Program Start Date and duration are connected. The program runs from June 1, 2021 through August 20, 2021. A program of 6 weeks duration cannot have a Start Date after July 12. NC FAST will show a warning message if the program Start Date and Duration do not result in a program ending on or before August 20, 2021.
- a. Account facility name is pre-populated.
  - b. Enter **Classroom Name**.



- c. Start Date must be between June 1 and July 12, 2021 (depending on program duration).
  - d. Enter the Lead Teacher's first and last name.
  - e. Does the Lead Teacher have a B-K license? Select **Yes** or **No** from the drop-down menu.
  - f. Enter the Teacher Assistant's first and last name.
  - g. Select a Program Duration of 4, 5, or 6 weeks from the drop-down menu.
  - h. Enter the Lead Teacher's degree *only if they do not have a B-K license*. Otherwise, leave this field blank.
- Note:** If the Lead Teacher does not have a B-K license, then information must be entered about their degree. If this field is left empty, NC FAST will display a warning message and the application cannot continue.
- i. Select the Teacher Assistant's degree from the drop-down menu.
  - j. Click **Save** or click **Save and New** if entering another classroom.

### New Classroom

Information

Account  
OWLS ACADEMY

\* Classroom Name

\* Start Date

\* Lead Teacher's Name

\* Does the Lead Teacher have a B-K License

\* Assistant Teacher's Name

\* Duration

Lead Teacher's Degree

\* Assistant Teacher's Degree



- Classroom details are summarized at the bottom of the providers facility page. The number of children in a classroom and whether or not it meets the size criteria is shown. Rosters for the summer months are added.

Classrooms (1)			
Classroom Name	PreK Student Count	Total PreK Children	
<a href="#">Nestlings</a>	⚠️ Minimum Children Requirement NOT Met	0	▼

Monthly Attendance Sheets (6+)			
Month Name	Record Type	Submission Status	Submission Status Indicator
<a href="#">June 2021</a>	PreK Student	In Progress	⚠️ ▼
<a href="#">July 2021</a>	PreK Student	In Progress	⚠️ ▼
<a href="#">August 2021</a>	PreK Student	In Progress	⚠️ ▼

## Add NC Pre-K Children to a Classroom

- The classroom page appears.
- Click the **Create NC Pre-K Child** button at the top of the page to add a child to the classroom's roster.

Classroom  
Nestlings

Create NC Pre-K Child

Account  
[OWL'S ACADEMY](#)  
Classroom Name  
[Nestlings](#)

- The Create NC PreK child pop-up appears. Enter or select applicable details:
  - Enter child's **First Name** and **Last Name**.
  - Enter **Salutation** or **Suffix** if applicable.

**Note:** When a child is added to a classroom their status is *Active*. If a child has been added to a classroom but it is later determined that they will not be participating in the program, uncheck the **Active** check box.



New Contact: PreK Child

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**Contact Information**

Account Name	Class Room
Test Facility	Rainbow One

**Active**

\* Name

Salutation  
--None--

First Name

Middle Name

\* Last Name

Suffix

4. Scroll down to continue adding child details.
  - a. Enter the child's birthdate (DOB).

**Note:** Children must be 4-years old by 8/31/2020. NC FAST evaluates a child's age eligibility based on their DOB.
  - b. Select the child's **Sex** (gender) from the drop-down menu.
  - c. Does the child have a special need? Select **Yes** or **No** from the drop-down menu.
  - d. Select the child's **Ethnicity** from the drop-down menu.
  - e. Was the child enrolled in NC Pre-K for 2020-2021? Select **Yes** or **No** from the drop-down menu.
    - i. If **Yes** was selected, enter the name of the Program in the designated box.
    - ii. If **No** was selected, answer the question: Is the child NC Pre-K eligible?
    - iii. If the child is NC Pre-K eligible, select eligibility criteria from the drop-down menu.
  - f. Answer the question 'Is English the child's first language' by selecting **Yes** or **No** from the drop-down menu.



- g. If **No** is selected, enter the child's first language in the designated text box.

\* Birthdate <sup>?</sup>

\* Sex

\* Does the child have a special need?

\* Ethnicity

\* Enrolled in NC Pre-K for 20/21?  [View all dependencies](#)

Program Name

Is the child NC Pre-K eligible?  [View all dependencies](#)

Eligibility criteria child meets  [View all dependencies](#)

\* Is English the child's first language?

First Language

\* Race

- h. Scroll down to enter the child's race.
- i. Select the child's **Race** in the Available column then click the **arrow** to move it to the Chosen column.

**Note:** More than one Race can be chosen.

\* Race

Available	Chosen
American Indian or Alaska Native	White
Asian	
<b>Black or African American</b>	
Native Hawaiian or Pacific Islander	
Other Race	
Prefer not to answer	

5. Click **Save** when finished or **Save and New** to enter another child.
- a. If **Save and New** is clicked, a new pop-up window appears so that another child's details can be entered.
- b. If **Save** is clicked, the child's NC Pre-K Summer Learning Program record displays. The record is composed of child's data, an upload function for related files (on the right side of the page), and attendance records (at the bottom of the page).



**Contact**  
Andrew Billings

Account Name: OWLS ACADEMY | Birthdate: 6/27/2016

Account Name: OWLS ACADEMY	Class Room: Nestlings
Age: 4	Active: <input checked="" type="checkbox"/>
Name: Andrew Billings	
Birthdate: 6/27/2016	Sex: Male
Does the child have a special need?: No	Ethnicity: Not Hispanic or Latino
Enrolled in NC Pre-K for 20/21?: Yes	Program Name: Willowbrook
Is the child NC Pre-K eligible?:	Eligibility criteria a child meets:
Is English the child's first language?: Yes	First Language:
Race: Black or African American, White	

Created By: Eleanor Smith, 6/7/2021, 6:33 PM | Last Modified By: Eleanor Smith, 6/7/2021, 6:33 PM

**Files (0)** Add Files  
Upload Files  
Or drop files

- i. Review the child's details. Make sure that the Active box is checked to ensure that the child will be included in the program. To make a correction, click the **pencil** icon to the right of the child's name.
- ii. If a child has been added to a roster but does not participate in the program, they can be marked as Inactive (by deselecting the Active box) on their Student page.
- c. To upload files, search for a file, select a limit if desired, select the file in the search results list, then click **Upload Files**.

### Select Files

Upload Files

- Owned by Me
- Shared with Me
- Recent
- Following

0 of 10 files selected Cancel Add

6. Once a classroom has been added to a facility, it will show up on the bottom of the facility page. NC FAST will also indicate whether the classroom contains the minimum number of children. Three monthly rosters (June, July, August) also appear.



**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	⚠️

## View a Classroom Roster and Manage Monthly Attendance

A roster of children enrolled in a classroom is shown on the classroom page. Click the **child's name** to view a child's home page, including document upload and attendance entries. To edit child details, click the **down arrow** at the far right of a child's name (the arrow only appears when rolling your mouse over that space).

Enter attendance for all children in a classroom on the classroom page. The attendance roster displays the name and DOB for all enrolled children across the top of the roster.

The timing of entering attendance is important. Attendance cannot be entered for any days outside of the program period or ahead of the current date. The roster only displays dates that are acceptable for entering attendance.

1. This image shows the classroom roster and attendance roster as they appear on the Classroom page. All children in a classroom will be displayed across the top of the attendance roster. If the list of children is truncated, click **View All** to see the full list (this will appear in a new window).

**PreK Children (6+)**

Name	Account Name	Phone	Birthdate
<a href="#">Andrew Billings</a>	OWL'S ACADEMY		6/27/2016
<a href="#">Alicia Wang</a>	OWL'S ACADEMY		3/18/2016
<a href="#">Tina Thomson</a>	OWL'S ACADEMY		4/5/2016
<a href="#">Brigid Peters</a>	OWL'S ACADEMY		2/12/2016
<a href="#">Maria Jones</a>	OWL'S ACADEMY		5/4/2016
<a href="#">Clem Clancy</a>	OWL'S ACADEMY		6/22/2016

[View All](#)

[Save Attendance](#)

Date	Billings, Andrew (6/27/2016)	Wang, Alicia (3/18/2016)	Thomson, Tina (4/5/2016)	Peters, Brigid (2/12/2016)	Jones, Maria (5/4/2016)	Clancy, Clem (6/22/2016)	Notess, Tony (1/1/2016)	Gray, Heather (7/13/2016)	Jones, Katrina (7/21/2016)	Date
6/2/2021	Present	Present	Present	Present	Present	Present	Present	Present	Present	6/2/2021
6/3/2021	Present	Present	Present	Present	Present	Present	Present	Present	Present	6/3/2021
6/4/2021	Present	Present	Present	Present	Present	Present	Present	Present	Present	6/4/2021
6/7/2021	Present	Present	Present	Present	Present	Present	Present	Present	Present	6/7/2021
6/8/2021	Present	Present	Present	Present	Present	Present	Present	Present	Present	6/8/2021
6/9/2021	Present	Present	Present	Present	Present	Present	Present	Present	Present	6/9/2021



Only two statuses are available for attendance: *Present* or *Absent*. Clicking on an attendance status changes it to the other status. *None* is shown when no attendance has been entered. The image below shows only a part of the list for clarity.

2. Enter attendance by clicking the **attendance box** for each child and selecting **Present** or **Absent**.

**Note:** A shortcut to entering attendance is to click tab to move from box to box and type a 'P' or an 'A' in each box.

3. Once attendance has been entered for a day, click **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- ▾

4. A confirmation pop-up will appear showing whether the attendance information was saved.

