

**North Carolina Pre-Kindergarten Planning Committee Meeting
Agenda**

Quorum is 12 = 50% + 1 (Total Board Members = 22)

Thursday, May 19, 2022

12:00 pm – 12:30 pm

Zoom Meeting

Be the Driving Force to meet our roles and responsibilities as a non-profit Board by:

➤ *Providing Oversight* ➤ *Ensuring Adequate Resources* ➤ *Establishing a Strategic Direction*

I. Determination of Quorum & Call to Order – Alana Hix

II. Minutes*

A. Thursday, March 31, 2022

III. Action Items for SFY 2022-2023*

A. Approval of Contract/Budget Allocation!

B. Adoption of Conflict of Interest Policy

C. Review NC Pre-K County Plan with Assurances and Requirements/Section 1 Committee Signatures!

D. Approval of Annual Written Plans!

E. Approval of Committee Meeting Schedule (to be covered at full Board)

F. Approval for Contractor to Move Children across NC Pre-K Sites!

G. Approval for Cumberland County Schools and Head Start Rate Increases!

IV. Fiscal Update^Δ – Carole Mangum

V. Information^Δ

A. SY22.23 Site Allocation Plan Changes

B. NC Pre-K Team Staff Change

C. Action Plans Update

- Application/Placement
- Recruitment and Outreach – Ben Hughes, Visual Communications Designer, Community Engagement Department

VI. Adjournment – Alana Hix

* Needs Action ^Δ Information Only ^ε Electronic Copy (Hard copies are available upon request) !Possible Conflict of Interest (Recusals)



Partnership for Children of Cumberland County, Inc.
Virtual North Carolina Pre-Kindergarten Planning Committee Meeting Minutes
March 31, 2022 (12:06 pm to 12:39 pm)
Be the Driving Force



MEMBERS PRESENT: Lonnie Ballard, Terrasine Gardner, Sandee Gronowski, Alana Hix, Haja Jallow-Konrat, Brian Jones, Cotina Jones, Karen McDonald, Andrea McGillivray, Ayesha Neal, Heather Skeens and Wanda Wesley
MEMBERS ABSENT: Dr. Pamela Adams-Watkins, Dr. Marvin Connelly, Jr., Robin Deaver, Shanay Eason, Dr. Meredith Gronski, Mary Mathis, Jami McLaughlin, Tre'vone McNeill, Tawnya Rayman, Steve Terry and Ebone Williams
NON-VOTING ATTENDEES: Shona Bannister (D), Dorothy Adams, Ar-Nita Davis, Pamela Federline, Belinda Gainey, Julanda Jett, Marie Lilly, Carole Mangum, Sharon Moyer, Candy Scott, Mary Sonnenberg and Mike Yeager
GUEST: Jeanne Barnes, Lorena Murray and Scottie Seawell

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
<i>Due to COVID-19, this meeting was held via Zoom. All meetings will be offered as hybrid beginning April 2022.</i>			
I. Determination of NC Pre-K Quorum & Call to Order – Alana Hix, Co-Chair	The meeting of the North Carolina Pre-Kindergarten (NC Pre-K) Planning Committee was held via Zoom on March 31, 2022, beginning at 12:06 pm pursuant to prior written notice to each Committee member. Notification was made via email and meetings notices are located on the PFC website. Alana Hix, Co-Chair, chaired the meeting, determined that a quorum was present and called the meeting to order. Belinda Gainey, Executive Specialist, was Secretary for the meeting and recorded the minutes.	None	None
II. Minutes* A. Thursday, February 24, 2022	A. The minutes of the February 24, 2022 meeting were previously distributed and reviewed by the Committee. Wanda Wesley moved to approve North Carolina Pre-Kindergarten (NC Pre-K) Planning Committee Minutes from February 24, 2022, as presented. Karen McDonald seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.	Motion Carried	None
III. Action Items* A. Approval of New NC Pre-K Sites – 2022-2024 Site Selection – Sub-Committee Recommendations (see attached memo) B. Site Location and Allocation Implementation Plan! C. <i>Added to Agenda:</i> Rates for School District and Head Start Program!	A. Lorena Murray, Co-Chair of the Site Selection Committee, reported that The Children's Courtyard and Next Step Childcare Center childcare facilities have submitted applications to become new NC Pre-K sites for 2022-2024. Members of the Site Selection Committee used the NC Pre-K Standardized Site Selection Rubric to score each site. The Children's Courtyard scored 82.25 out of 100 points and Next Step Childcare Center scored 63 points out of 100. The Children's Courtyard is a high-scoring applicant that currently serves as a NC Pre-K site and all the Lead Teachers are licensed. Although Next Step Childcare Center only meets the minimum standards for Lead Teacher education, they have the ability to offer transportation at a low cost, have before and		



Partnership for Children of Cumberland County, Inc.
Virtual North Carolina Pre-Kindergarten Planning Committee Meeting Minutes
March 31, 2022 (12:06 pm to 12:39 pm)
Be the Driving Force



	<p>after care, and provide a variety of family engagement activities. The NC Pre-K Site Selection Sub-Committee recommends approval for The Children’s Courtyard and Next Step Childcare Center to serve as NC Pre-K sites for the 2022-2024 contract cycle pending the following:</p> <ul style="list-style-type: none"> • approval of the annual funding plan for SY22.23 • approval of the allocation implementation plan for SY22.23 • Children’s Courtyard moves from a Temporary License to at least a Four-Star License before August 2022. • Next Step’s Lead Teacher must have a B-K License Plan of Study before July 1, 2022. <p>Terrasine Gardner moved to approve The Children’s Courtyard and Next Step Childcare Center to serve as NC Pre-K sites for 2022-2024 pending the mentioned requirements as presented. Lonnie Ballard seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.</p> <p>B. Candy Scott reported that approval is recommended for the 2022-2023 NC Pre-K Site Location and Allocation Implementation Plan. There is a total of 28 Private Sites with a total allocation of 914. Child Care Network #109 has 3 classrooms (2 with 18 children, 1 with 17); they did request an additional child for the classroom of 17. Cumberland County Schools total allocation is 334 and Head Start total allocation is 144. The initial Site Location and Allocation Implementation Plan for child placement is subject to change based on availability of funding, satisfactory contract compliance to the Requirements and Guidance, rate fluctuations, and outcomes of recruitment efforts. Cumberland County Schools confirmed they can take additional NC Pre-K children to ensure unallocated service dollars are spent. Additionally, the proposed allocation for Next Step Childcare Center and The Children’s Courtyard is contingent upon approval of the site selection recommendations from the Site Selection Sub-Committee.</p> <p>Karen McDonald moved to approve the Site Location and Allocation Implementation Plan as presented. Cotina Jones seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. The motion carried. Recusals: Lonnie Ballard, Alana Hix and Wanda Wesley</p> <p>C. <i>Added to Agenda:</i> Mary Sonnenberg reported on current NC Pre-K rates for 2021-2022 and available funding, for this year only, as we move into the last quarter of the year. Recommendation is needed to increase Cumberland County school rates from \$450 to \$473 and Head Start rates from \$300 to \$400 per child. Carole Mangum reported that the increase will total \$220,000+.</p> <p>Terrasine Gardner moved to approve the 2021-2022 NC Pre-K rate increases as presented. Cotina Jones seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. The motion carried. Recusals: Lonnie Ballard, Alana Hix and Wanda Wesley</p>	<p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p>	<p>None</p> <p>None</p> <p>None</p>
<p>IV. Updates ^Δ</p> <p>A. Fiscal Update</p> <p>1. Rate Increases</p>	<p>A. Carole Mangum reported on the 2% Legislative update and NC Pre-K contract amendment. These funds are being provided to private sites to be used for personnel rate increases or however facilities decide to use it for their personnel; Carole also reminded the Committee that 4.2% of</p>	<p>None</p>	<p>None</p>



Partnership for Children of Cumberland County, Inc.
Virtual North Carolina Pre-Kindergarten Planning Committee Meeting Minutes
March 31, 2022 (12:06 pm to 12:39 pm)
Be the Driving Force



<p>B. Preschool Application Project Status</p> <p>C. Progress on Action Plans</p> <p>1. Recruitment/Outreach</p> <p>2. Application/Placement</p>	<p>each classroom's initial NC Pre-K annual allocation will be paid to eligible sites with Smart Start Enhancement funds. This had been previously approved by the Committee.</p>	None	None
	<p>B. Candy reported the Preschool Application Project workgroup continues to meet to share Information, monitor progress and make needed adjustments. Outreach and recruitment is underway. SchoolMint went live on February 21, 2022 and there are over 800 applications in the system.</p> <p>C.1.-C.2. Candy stated that there are two Action Plans to help assist the NC Pre-K program through the next school year, Recruitment/Outreach and Application/Placement. Candy provided an overview of each Action Plan. Sharon Moyer stated that paid marketing must end by May 15, 2022; cannot start paying for marketing again until the next fiscal year.</p> <p><i>Not on Agenda:</i> Notification received that E.E. Miller Head Start site closed due to fire damage. They are able to continue serving the children; placing them in classrooms at River Commons.</p>	None	None
V. Adjournment	As there was no further business; the chair announced the meeting adjourned. The meeting was adjourned at 12:39 pm.	Adjourned	None

Submittal: The minutes of the above stated meeting are submitted for approval.

Secretary of Meeting

Date

Approval: Based on Committee consensus, the minutes of the above stated meeting are hereby approved as presented and/or corrected.

Committee Chair

Date

MEMORANDUM

DATE: 5/19/2022

TO: NC Pre-K Committee

FROM: Candace Scott, Vice President of Programs

SUBJECT: Proposed Recommendations for Action Items

-
- A. Recommend the approval of the **projected** contract allocation from DCDEE for SFY 2022-2023.

NC Pre-Kindergarten **projected** budget for **SFY 2022-2023**:

\$8,398,500 Direct Services (monthly payment to providers)

\$703,052 Administrative Funds

\$174,963 CCDF Quality/Admin Funds

\$133,030 Legislative 2% Rate Increase for Private Sites

\$9,409,545 Projected Total Contract/Budget Amount

Note: As of 5-18-22, we have not received Cumberland's contract/budget allocation. Listed amounts are based on current FY 21-22 budget (through 6-30-22). **Final** allocation pending.

- B. Recommend the approval of the adoption of the current Conflict of Interest Policy for SFY 2022-2023. (see attached Conflict of Interest Policy)

Please Note: DCDEE requires that the Conflict of Interest Policy is signed annually. The Conflict of Interest Policy will be signed by new board members by the July Board meeting effective with their term.

- C. Upon review of the NC Pre-K Plan with the Assurances and Requirements/Section 1, recommend approval to accept the Plan with Section 1 as presented for SFY 2022-2023.

Please Note: Each Committee member will complete/sign Section 1

- D. Recommend the approval of the following Annual Written Plans/Policies as presented for SFY 2022-2023 (see attached written plans):

1. Family Engagement Plan
2. Limited English Proficiency Plan
3. Prevention of Suspension/Expulsion of Children with Unique Needs/Challenging Behaviors Plan
4. Transition Plan
5. Transportation Plan

- E. The approval of the NC Pre-K Committee Meeting Schedule for SFY 2022-2023. The schedule will be covered in the full Board meeting, and its approval will be noted in the NC Pre-K Committee meeting minutes.

Please Note: Minutes of the NC Pre-K Committee Meeting must be maintained that document the following: 1) Meeting attendees to include members who are present/absent, staff, and guests. 2) Items discussed that are not voted upon. 3) Items discussed that are voted upon to include who voted, orally or by written ballot, and who abstained from voting. 4) Actions taken or decisions made by the Committee.

- F. Recommend approval to allow the Contractor to move children across NC Pre-K sites without co-chair signatures.

Please Note: As stated in the NC Pre-Kindergarten (NC Pre-K) Program Requirements and Guidance, the co-chairs and the Committee may agree to transfer decision making to move children across sites to the Contractor.

- G. Contingent upon availability of funds and approval by DCDEE, recommend the approval to increase the rates for Cumberland County Schools and Head Start to the maximum rate allowable according to the NC Pre-Kindergarten (NC Pre-K) Program Requirements and Guidance.

Please Note: The maximum allowable Public School rate is \$473, and the maximum allowable rate for Head Start is \$400.

Conflict of Interest Policy FY

The Partnership for Children of Cumberland County is aware that in the process of fund allocation by its management, employees, members of the board of directors or other governing body, instances may arise which have the appearance of a conflict of interest or appearance of impropriety.

In order to avoid conflicts of interest or the appearance of impropriety, should instances arise where a conflict may be perceived, any individual who may be perceived, any individual who may benefit, directly or indirectly, from the entity's disbursement of funds, shall abstain from participating in any decisions or deliberation by the entity regarding the disbursement of funds.

The Partnership for Children of Cumberland County recognizes the possibility that it may be the recipient of funds that are allocated consistent with the purpose and goals of its programs. If such allocations are made, the Local Partnership will strive to ensure that funds are expended in such a manner that no individual will benefit, directly or indirectly, from the expenditure of such funds in a manner inconsistent with its programs.

The Partnership for Children of Cumberland County shall not employ any person having such interest during the performance of this Contract. The Partnership for Children of Cumberland County shall notify the NCPC in writing of any instances that might have the appearance of a conflict of interest.

All appointed local board members shall acknowledge any conflicts of interest and the appearance of impropriety. An exception to this would be parent representatives who may have a conflict by virtue of being a consumer of services. Board members should declare a conflict of interest before an agenda item in question is discussed or voted upon by the full board. Conflict of interest is further defined in the following examples:

- A board member should not participate in discussions or voting related to contracts/funding decisions in which he/she or their spouse would derive a direct benefit due to their involvement on behalf of the public agency they serve.
- If a board member is related to a contractor who will receive a contract for services from the Local Partnership, they should not participate in discussions or voting related to that contract.
- A board member who also sits on the Board of Directors of a local organization that is seeking funding from the Local Partnership should not participate in discussions or voting related to that contract/funding decision.

Signature

Date

The Partnership for Children of Cumberland County, Inc.
Conflict of Interest Disclosure Statement

Preliminary note: In order to be more comprehensive, this disclosure statement also requires you to provide information with respect to certain parties that are related to you.

These persons are termed “affiliated persons” and include the following:

- a. Your spouse, domestic partner, child, mother, father, brother or sister or spouse of a child, brother or sister; and,
- b. Any corporation or organization of which you are a board member, an officer, a partner, employee or participate in management or funding decisions.

1. NAME _____

2. Have you or any of your affiliated persons provided services or property to Partnership for Children (PFC) in the past year?

____ YES ____ NO

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

3. Have you or any of your affiliated persons purchased services or property from PFC in the past year?

____ YES ____ NO

If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

4. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which PFC was or is a party? (Direct interest being a transaction or contract between PFC and you or any of your affiliated persons. An indirect interest being a transaction or contract between PFC and an entity in which you or an affiliated person has a material financial interest or is a director, officer, agent, partner, employee, trustee or other legal representative.)

____ YES ____ NO

If yes, describe the transaction(s) and entity and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

5. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from PFC or as a result of your relationship with PFC, that in the aggregate could be valued in excess of \$100?

____ YES ____ NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

6. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving PFC?

____ YES ____ NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

7. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by PFC's Executive Committee in accordance with the terms and intent of PFC's Conflict of Interest Policy?

____ YES ____ NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

I HEREBY CONFIRM that I have read and understand PFC's Conflict of Interest Policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this Policy, I will notify the Board Chair immediately.

Name, please print

Signature

Date

NC Pre-K Family Engagement Plan

SY: 2022-2023

Name of Site: _____

NC Pre-K sites/classrooms shall provide meaningful opportunities for families to engage in their child's education by implementing strategies that develop partnerships with families and build reciprocal relationships that promote shared decision making.

NC Pre-K sites must implement the following strategies:

1. Provide an orientation or open house for families at the start of the school year;
2. Conduct at least one formal parent/teacher conference throughout the school year, and allow opportunities for informal parent/teacher conferences as needed. During the conferences, teachers share their observations and ongoing assessment results to inform families of their child's development to include strengths and opportunities for growth;
3. Extend an open invitation for family members to visit the classroom and opportunities to participate in classroom activities;
4. Engage and include families when making decisions about their child and changes to the program;
5. Provide at least one opportunity to engage families outside of the regular service day to meet the needs of working families (e.g., family spaghetti night, weekend family fun day or take-home play-based activities that enhance learning);
6. Provide information on community resources to support the various needs of families with a focus on resources that address causes of stress; and
7. Provide opportunities to collect feedback about the program from families through surveys and/or other methods.
8. NC Pre-K programs are required to enroll all NC Pre-K families in the ReadyRosie solution and must incorporate ReadyRosie resources into their existing family engagement plans.

Optional strategies (choose at least one):

- ☐ Allow Pre-K teachers the opportunity for home visits at the beginning and throughout the school year to gather information from the family about their child and to share information about the NC Pre-K program with the family;
- ☐ Provide opportunities for parent education in the form of trainings or workshops;
- ☐ Publish newsletters (include a copy of each newsletter in your file);
- ☐ Provide opportunities for family members to share special talents or aspects of their culture;
- ☐ Provide opportunities for family members to participate in advisory groups (e.g., Family Advisory Councils and Policy Councils).
- ☐ Other: _____

A log of all activities, opportunities or communications related to the NC Pre-K Family Engagement Plan must be documented and kept on file at the NC Pre-K site. For events/meetings, include sign-in sheets that describe the event/meeting, list date and time, and signatures of the participants.

Documentation for the NC Pre-K Family Engagement Plan will be reviewed and verified at the site-monitoring visit.

Site Administrator Signature: _____ **Date:** _____



NC Pre-K Limited English Proficiency Plan

SY: 2022-2023

Name of Site: _____

With guidance from the Partnership for Children of Cumberland County and the NC Pre-K Committee, NC Pre-K sites are to follow this written plan for Limited English Proficiency. The purpose of this plan is to ensure that providers and families have access to appropriate resources and supports to obtain and maintain child placement in NC Pre-K.

Sites should address the following components by implementing one or more of the identified strategies for each component:

1. Offering Language Assistance Services

- a) Sites should make every effort to communicate with children and families with Limited English Proficiency.
- b) During the orientation process and throughout the year as needed, families will receive information on Limited English Proficiency resources.

2. Translation Plan

- a) Printed materials need to be translated into the family's primary language when a need has been determined.
- b) Vital documents or information should be a priority for translation.
- c) Vital documents or information are those that are critical for accessing federally/state funded services or benefits or are documents required by law. They include, but are not limited to:
 - 1) Applications
 - 2) Parent Handbooks
 - 3) Consent and complaint forms
 - 4) Letters with eligibility or participation information
 - 5) Notices regarding reduction, denial, or termination of services/benefits and the right to appeal such actions
 - 6) Notices that require a response from participants
 - 7) Notices that offer free language assistance
- d) Some families with Limited English Proficiency may not have the ability to read and understand written materials; therefore, oral interpretation of written materials may be necessary.

3. Bilingual Staff

- a) Sites should attempt to recruit bilingual staff as much as possible.
- b) Volunteer interpreters - When bilingual staff is not available, adult volunteers, may assist with occasional interpretation services.
- c) Interpreters should be aware of variances within a language and should be able to communicate with families using the appropriate colloquial speech.

4. Interpretation Services

- a) Minor children should not be used as translators if avoidable.
- b) Staff should accommodate families' wishes to use friends or family members whenever possible. However, staff must keep in mind client confidentiality and interpreter competency.
- c) Use "I speak" cards to identify the language spoken. "I speak" cards are available at <http://www.dol.gov/oasam/programs/crc/ISpeakCards.pdf>

- d) Use internet translation services such as Microsoft Translate or Google Translator.
- e) Use Telephone Interpretation Services.

5. Emergency Situations

- a) When immediate action is required, sites will take whatever steps necessary to ensure that all families, including families with Limited English Proficiency, have access to services or information within the appropriate time frames. For example, when a family needs an interpreter or other language assistance services to obtain expedited program services, the site's goal is to make the services accessible within the required time frame, whether that means using an interpreter or any other appropriate type of language assistance.

Optional Strategies and Resources

- a) Telephone Interpreter Services
- b) Internet Translation Services
- c) Mobile Translation Application
- d) Translation Services (Independent Company)
- e) Language Department from Local Institutions of Higher Learning
- f) Other: _____

A log of all activities, opportunities or communications made for the purpose of supporting the NC Pre-K Limited English Proficiency Plan must be documented and kept on file at the NC Pre-K site. For events/meetings, include sign-in sheets that describe the event/meeting, list date and time, and signatures of the participants.

Documentation for the NC Pre-K Limited English Proficiency Plan will be reviewed and verified at the site-monitoring visit.

Site Administrator Signature: _____ **Date:** _____

NC Pre-K Prevention of Suspension and/or Expulsion Plan

SY: 2022-2023

Name of Site: _____

With guidance from the Partnership for Children of Cumberland County and the NC Pre-K Committee, NC Pre-K sites are to follow this written plan to prevent the suspension and/or expulsion of children with unique needs/challenging behaviors. The purpose of this plan is to ensure that providers and families have access to appropriate resources and supports to maintain child placement in NC Pre-K.

At a minimum, sites must address the following four components by implementing the identified strategies for each component:

1. Evidence-based instructional practices to prevent/address challenging behavior will be implemented:
 - Allow NC Pre-K teachers and administrators/designees the opportunity to participate in trainings and technical assistance provided by the Partnership that incorporates evidence-based instructional practices designed to prevent the suspension and/or expulsion of children with unique needs/challenging behaviors. Examples of evidence-based instructional practices include training and technical assistance using the Center on the Social and Emotional Foundations for Early Learning (CSEFEL) Pyramid Model and the Classroom Assessment Scoring System (CLASS).
2. Families will be given the opportunity to discuss their child's challenging behaviors, including options other than suspension and expulsion:
 - Through informal and formal conferences families are given opportunities for involvement in decision making about their child's unique needs/challenging behaviors and the planning process for ensuring their child's placement in NC Pre-K.
3. Families will be provided information on child development, as well as resources about referrals for screening and evaluation if a child is suspected of having health, social-emotional, developmental delays or a disability:
 - During the orientation process and throughout the year as needed, families will receive information on child development in the form of resources from the North Carolina Foundations for Early Learning. Families will also receive information on the network of community resources available to support the prevention of suspension and/or expulsion of children with unique needs/challenging behaviors.
 - Available community resources for NC Pre-K staff include: The Partnership for Children of Cumberland County's Technical Assistance Activity, Professional Development and Career Center, and Regional Healthy Social Behaviors Project.
 - Available community resources for families include: Cumberland County Schools' Exceptional Children's Services (Child Find); Cumberland COLORS; Care Coordination for Children; and the Child Health Clinic-Department of Public Health.
4. Procedures to prevent and respond to children with unique needs/challenging behaviors:
 - When a classroom is experiencing challenges due to meeting the needs of children with unique needs/challenging behaviors, the NC Pre-K site may make arrangements with the Partnership for technical assistance.
 - Based on a referral from the Partnership, NC Pre-K Sites are to participate in the Regional Healthy Social Behaviors Project if more specialized and intensive technical assistance is needed.

- When a child has been identified through working with the Healthy Social Behaviors Project and the documentation gathered supports the need for additional services, the NC Pre-K site shall notify Cumberland County Schools' Exceptional Children's Services for assistance. Additionally, the site is to notify the Partnership of the request made to Cumberland County Schools' Exceptional Children's Services. It is also at this time that the NC Pre-K site complete and submit to the Partnership the Children with Unique Needs/Challenging Behaviors Report [Appendix-E in the North Carolina Pre-Kindergarten (NC Pre-K) Program Requirements and Guidance] as documentation of the strategies used to maintain the child's placement.
- The NC Pre-K site, the Partnership, and family, in consultation with the school system's Exceptional Children's Services and other available resources, shall work together to develop a coordinated plan to support the child's continued placement. Every effort shall be made to maintain the child's enrollment and participation. (In the event that efforts to access the consultation needed to develop a coordinated plan of support prove unsuccessful, the Partnership shall contact the Division of Child Development and Early Education for guidance.)

Optional strategies may include (choose at least one):

- ☐ Allow Pre-K teachers the opportunity to participate in additional trainings designed to prevent the suspension and/or expulsion of children with unique needs/challenging behaviors outside of the training provided by the Partnership;
- ☐ Support Pre-K teachers in using a variety of strategies designed to support healthy social-emotional development in young children, such as Conscious Discipline® by Becky Bailey and/or Devereux's FLIP IT®;
- ☐ Provide opportunities for family members to participate in educational events that support healthy social-emotional development in young children;
- ☐ Other: _____

A log of all activities, opportunities or communications made for the purpose of preventing the suspension and/or expulsion of children with unique needs/challenging behaviors must be documented and kept on file at the NC Pre-K site. For events/meetings, include sign-in sheets that describe the event/meeting, list date and time, and signatures of the participants.

Documentation for the NC Pre-K Prevention of Suspension and/or Expulsion Plan will be reviewed and verified at the site-monitoring visit.

Site Administrator Signature: _____ **Date:** _____

NC Pre-K Transition Plan

SY: 2022-2023

Name of Site: _____

With guidance from the Partnership for Children of Cumberland County and the NC Pre-K Committee, NC Pre-K sites will implement strategies that assist children and families transition into pre-kindergarten and then into kindergarten.

Transition into Pre-Kindergarten

Sites must implement the following strategies:

1. Make initial contact with families by mail, face to face or by phone;
2. Prior to or upon enrollment, host families in an initial visit to the site to tour the facility and gather information;
3. All children shall be screened within 90 days after the first day of attendance in the NC Pre-K Program or within six months prior to the first day of attendance.
4. When applicable, the site will work with the family to contact the local school system's Exceptional Children Program or other qualified resources to determine if a child is eligible for special education, related services or other supports for modifications in the classroom.
5. Provide an orientation or open house for families to include educating families on the transition into pre-kindergarten;
6. Conduct formal and/or informal conferences with families for the purpose of gathering information about the child and informing families about the classroom environment and curriculum.
7. Provide families information on North Carolina Foundations on Early Learning and Development.

Optional strategies (choose at least one):

- ☐ NC Pre-K teachers conduct initial home visits.
- ☐ Provide staggered entry.
- ☐ Other: _____

Transition into Kindergarten

Sites must implement the following strategies:

1. Provide a family meeting for the purpose of providing information to families about entry into the public-school system;
2. Utilize transition materials/resources provided by the Partnership (materials/resources may vary per school year);
3. Conduct formal and informal conferences with families throughout the year for the purpose of sharing on-going assessment information on the child's growth and development (at least one conference must be formal);
4. Allow children and teachers the opportunity to participate in Beginners' Day hosted by Cumberland County Schools;
5. Provide families with resources for summer transition activities;
6. Participate in any school readiness activities or events facilitated by the Partnership.
7. It is important that programs understand the requirements of the Individuals with Disabilities Education Improvement Act (IDEA), Parts C and B, in order to ensure collaboration, compliance and effective transitions for children and families.

8. Be sure that each parent has all pertinent information for registering their child at their school of choice

Optional strategies (choose at least two):

- ☐ Prepare and share an All About Me Worksheet with the appropriate parties.
- ☐ Facilitate a tour of a school bus.
- ☐ Simulate a cafeteria experience for the children or visit a lunch room.
- ☐ Shorten nap times.
- ☐ In addition to providing resources for summer transition activities, provide supplies for children to use over the summer (scissors, crayons, paper and/or books).
- ☐ Other: _____

A log of all activities, opportunities or communications related to the NC Pre-K Transition Plan must be documented and kept on file at the NC Pre-K site. For events/meetings, include sign-in sheets that describe the event/meeting, list date and time, and signatures of the participants.

Documentation for the NC Pre-K Transition Plan will be reviewed and verified at the site-monitoring visit.

Site Administrator Signature: _____ **Date:** _____

NC Pre-K Transportation Plan

SY: 2022-2023

Name of Site: _____

On an annual basis, NC Pre-K sites are required to notify the Partnership for Children of Cumberland County of their ability to provide transportation services. Families with children participating in the NC Pre-K program may be charged a nominal amount for transportation to/from the NC Pre-K site if approved by the NC Pre-K Committee. However, children who are at-risk should not be denied services based on the family's inability to pay. NC Pre-K Sites assume all liability for transporting children and must adhere to the NC Child Care Licensing Requirements (Chapter 9 - Child Care Rules .1723 TRANSPORTATION REQUIREMENTS). Sites providing transportation must submit a written description of the transportation services that addresses transporting children to and from the NC Pre-K site. The NC Pre-K site must disclose any fees to be charged to the family for the service, and NC Pre-K Committee approval is required to charge a fee.

We understand that transportation is necessary for families to attend NC Pre-K at our site, we have considered the following resources: (Check at least one and all others you have considered.)

- | | |
|---|--|
| <input type="checkbox"/> Public School Bus | <input type="checkbox"/> Public Transportation |
| <input type="checkbox"/> Site Provided Transportation | <input type="checkbox"/> Private Transportation Provided by Family |
| <input type="checkbox"/> Site Family Car Pool | <input type="checkbox"/> Other: _____ |

At this time, we are: (Please check one.)

- ☐ Unable to provide transportation services. Please list your challenges below:

- ☐ Able to provide transportation services to families. Attach a description of your transportation services and complete the following question:

Will the site charge a nominal fee for transportation?

- ☐ No
☐ Yes, cost per ☐ week ☐ month (check one) \$ _____

We are requesting approval from the NC Pre-K Committee to charge a nominal fee to NC Pre-K families to offset transportation cost, and we understand that eligible children should not be denied services based on the family's inability to pay.

Documentation for the NC Pre-K Transportation Plan will be reviewed and verified at the site-monitoring visit.

Site Administrator Signature: _____ **Date:** _____