

# NC Pre-K Site Application



## Application Deadline

Completed applications must be submitted to the  
NC Pre-K Contract Administrator no later than:

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Submit Original Application with Supporting Documents  
**No faxed or emailed copies will be accepted.**

NC Pre-Kindergarten (NC Pre-K)  
Application Packet  
Program Year 20\_\_\_\_ - 20\_\_\_\_

## **APPLICATION PURPOSE AND AVAILABILITY**

NC Pre-K funds may only be used to support services for young children in the year prior to entering Kindergarten. Approved Sites will be funded for the extent of the contract cycle. All awards are contingent upon and subject to appropriation, allocation and availability of funding through the North Carolina General Assembly and the North Carolina Division of Child Development and Early Education (DCDEE). Approved sites are required to comply with all applicable NC Child Care Rules, specifically Rule .3000 NC Pre-Kindergarten Services, the NC Pre-Kindergarten Program Requirements, and the NC Pre-K Fiscal Manual, during the funding cycle. **Approved sites are not required to resubmit an application for each funding cycle unless non-compliance is noted within site monitoring results.**

## **APPLICATION REVIEW PROCESS**

Local NC Pre-Kindergarten (NC Pre-K) Programs are expected to offer families a variety of eligible settings to choose from to provide a high-quality pre-kindergarten experience that will meet the needs of each individual child. A non-conflicted NC Pre-K Site Selection Sub-Committee will recommend sites for NC Pre-K placements and advise the local NC Pre-K Committee as they work to fulfill contractual site selection obligations. Information about approved sites is entered the NC Pre-K Plan for \_\_\_\_\_ County, as directed by the North Carolina Division of Child Development and Early Education. Once the Division approves the plan, local contracts may be awarded by the contracting agency. Final funding of slots is contingent upon approval of the budget passed by the North Carolina General Assembly.

Approval as a site for the contract cycle \_\_\_\_\_ does not guarantee that slots will be awarded, only that a site is *eligible* to serve as a placement option for NC Pre-K children. Slot allocations will be voted upon by the NC Pre-K Committee at a later date and are subject to change based on direction from the Division of Child Development and Early Education.

While the primary consideration for the selection of sites and allocations of slots will be based on meeting the needs of children and families with the highest quality early education settings, consideration is given for existing NC Pre-K sites and continued employment for qualified NC Pre-K BK Licensed teachers. Consideration is also given to new applicants who demonstrate high quality to ensure that a diverse selection of services is available for at-risk children. Continuation as an NC Pre-K site is not guaranteed.

## **APPLICATION DEADLINE**

Completed applications must be received (not postmarked) by 5:00 PM on \_\_\_\_\_. Applications received after the deadline may not be accepted for review. Send or deliver the original application with supporting documents. No faxed or emailed copies will be accepted.

## **QUESTIONS AND TECHNICAL ASSISTANCE**

The NC Child Care Rules, including Rule .3000, NC Pre-Kindergarten Service, may be found by clicking [here](#). For the NC Pre-K Program Requirements click [here](#).

Please contact \_\_\_\_\_, NC Pre-K Contract Administrator at (\_\_\_\_) \_\_\_\_\_ if you have questions or need assistance in completing this application.

## APPLICANT ASSURANCES and REQUIREMENTS

- A. All approved sites will be required to send a representative to attend NC Pre-K Meetings for subcontractors and submit monthly attendance reports by the 5<sup>th</sup> day of each month and meet monitoring requirements as indicated in the NC Pre-K Program Requirements and the NC Pre-K Fiscal Manual.
- B. The contract will be a Purchase of Services contract between the Contract Administrator and the NC Pre-K site. Sites will be reimbursed monthly per slot (based on a minimum required attendance) per month up to the maximum allowable or a classroom monthly reimbursement payment plan. Each applicant must agree to provide information requested, and must agree to participate in any audit or evaluation of NC Pre-K that is required by the North Carolina General Assembly or other state officials or agencies.
- C. The monthly reimbursement may be used to cover any operating expenses associated with the NC Pre-K classroom(s), including Pre-K staff compensation, materials/equipment or facility improvements needed to comply with facility licensing requirements.
- D. All NC Pre-K sites must provide their federal tax identification number to the contracting agency.
- E. The NC Pre-K site and classroom information, as submitted in the original site application for the contracted fiscal year will become an attachment to the contract and, as such, will become part of the contract. Any changes to this document must be submitted to and approved in writing by the Contract Administrator.
- F. NC Pre-K administrative and instructional staff must be approved initially by the NC Pre-K Contract Administrator, with final approval issued by the Division of Child Development and Early Education.
- G. All Site Administrators must hold either 1) a, Principal's License, or 2) a Level III NC Early Childhood Administrator Credential (NCECAC), 3) a Bachelor's Degree in any field with 18 semester hours in early childhood education and child development, and complete six semester hours in child care administration or nine semester hours in business administration or a combination of child care administration and business administration., or 4) hold a Level II NCECAC and be working toward a Level III. Sites not meeting this requirement will not be considered.
- H. NC Pre-K instructional staff must meet criteria established in the NC Pre-K Program Requirements and the NC Child Care Rules, including Rule .3000 NC Pre-Kindergarten Services.
- I. Nonpublic school lead teachers who are working toward and/or maintaining a Continuing BK Standard Professional II license will be required to enroll with the DCDEE NC Pre-K Early Educator Support, Licensure and Professional Development (EESLPD) Unit. Public School teachers will work with their local public-school system human resources/personnel offices to complete/maintain BK licensure.
- J. All NC Pre-K instructional staff are expected to participate in required professional development provided by the Contract Administrator. Site Administrators/Principals and Lead Teachers are required to complete additional BK licensure and professional development requirements (NC State Board of Education Licensure Policy).
- K. Teachers are expected to use an approved curriculum and a formative assessment system. The curriculum and formative assessment must align with the *NC Foundations for Early Learning and Development* standards. These tools must be used to conduct parent/teacher conferences to share children's progress throughout the year.
- L. Health screenings including physical, updated immunizations, vision, hearing and dental must be completed within 30 days of the child's enrollment. Dates of individual child health assessments, completed and signed by a Health Care Professional (North Carolina licensed physician, North Carolina approved nurse practitioner or a North Carolina licensed physician's assistant) within 12 months of the current school year, must be reported to the Contract Administrator within 30 days of enrollment.
- M. Developmental screenings must be completed by \_\_\_\_\_ (date). Children entering the program after the program's first day of operation must have a developmental screening within 90 days of enrollment. All assessments (health and developmental) must be documented and sent to the Contract Administrator for entry in the NC Pre-K KIDS system.
- N. NC Pre-K sites must comply with all statutory and administrative requirements for protection of children, including without limitation, reporting suspected child abuse, neglect or dependency as defined by G.S. Section 7B-101.
- O. All approved sites will be required to implement a (1) Transition Plan (into/out of NC Pre-K, into kindergarten); (2) Transportation Plan; (3) Family Engagement Plan; (4) Working with children and families with limited English Proficiency Plan; and (5) Prevent suspension and/or expulsion of children Plan per NC Pre-K Program Requirements.

This signature certifies that the applicant has read the assurances and requirements and agrees to follow the requirements should this application be approved by the NC Pre-K Committee to be a NC Pre-K site.

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Site Administrator Signature

Date

**SITE INFORMATION**

Name of Site/School: \_\_\_\_\_

DCDEE Facility ID Number: \_\_\_\_\_ Facility License Type: \_\_\_\_\_

Administrator Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Street address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Site Classification (Check One):  Public School  Private For-Profit Child Care Center  
 Head Start - Public School  Developmental Day Program  
 Private Non-Profit Child Care/Head Start  Charter School

Federal Tax ID #: \_\_\_\_\_

Elementary School District in which the site is located: \_\_\_\_\_

**SLOT INFORMATION**

Is your facility a: New NC Pre-K Site  Existing NC Pre-K Site  Previous NC Pre-K/MAF Site

Number of slots allocated for existing NC Pre-K for previous school year (if applicable): \_\_\_\_\_

If an existing NC Pre-K site, is the site requesting to:  Maintain number of slots from current year \_\_\_\_\_  
 Increase number of slots (by how many: \_\_\_\_\_)  
 Decrease number of slots (by how many: \_\_\_\_\_)

**Total number of Slots Requested:** \_\_\_\_\_ **Number of Pre-K Classrooms Requested:** \_\_\_\_\_

If existing site is requesting an *increase* in slots, **OR** if a new site, please complete the following:

Number of new slots that are available due to facility expansion or empty rooms: \_\_\_\_\_

Number of new slots in school age classroom(s) that are vacant during school hours: \_\_\_\_\_

Number of new slots in existing four-year-old classroom(s): \_\_\_\_\_

Number of new slots in room(s) currently occupied by an age group other than four-year-olds: \_\_\_\_\_

If new site, earliest date NC Pre-K Program can be implemented? \_\_\_\_\_

Recruitment plan to identify unserved children: \_\_\_\_\_

Estimated number of children currently enrolled at site who will be 4 years of age for NC Pre-K on/or before August 31: \_\_\_\_\_

**PROGRAM STANDARDS**

NC Pre-K sites must operate within facilities holding at least 4- or 5- star license from the NC Division of Child Development and Early Education. Please mark which license applies to this site.

Four-Star License  Five-Star License  Other \_\_\_\_\_ (list) and attach explanation (e.g. change of ownership, change in location, etc.).

**PROGRAM STANDARDS (continued)**

Has your site been issued an Administrative Action from DCDEE within the last 18 months?

Yes  No

If yes, explain.

Has your site had a substantiated child maltreatment complaint in the last 18 months?

Yes  No

If so, have you completed corrective action to the satisfaction of the state?

Has your site had a substantiated licensing complaint in the last 18 months?

Yes  No

If yes, explain.

All NC Pre-K classrooms selected for evaluation must score a **minimum of 5.0** on the Early Childhood Environment Rating Scale-Revised (ECERS-R).

Provide your last NC Pre-K ECERS-R score(s) and the date of assessment(s): \_\_\_\_\_

For new sites provide your last ECERS-R score(s) for any evaluated classroom(s) at your site: \_\_\_\_\_

**EDUCATION STANDARDS**

**Site Administrator**

Administrator Name: \_\_\_\_\_

Highest Degree Earned: \_\_\_\_\_ Major: \_\_\_\_\_

Number of Semester Hours in Early Childhood: \_\_\_\_\_

Number of Years' Experience as an Administrator: \_\_\_\_\_

Administrator Credential (check one):

NC Early Childhood Administrator Credential Level I

NC Early Childhood Administrator Credential Level II

NC Early Childhood Administrator Credential Level III

Working toward NC Early Childhood Administrator Credential

NC Principal License

If working toward, Specify Level:  I  II  III

BA/BS any field with **one** of the following:

18 semester hours in ECE/CD

6 semester hours in Child Care administration

9 semester hours in Business Administration or a combination of Child Care Administration and Business Administration

**EDUCATION STANDARDS (continued)**

**Lead Teacher (complete for each NC Pre-K lead teacher, make additional copies as needed)**

Per 10A NCAC 09 .3012, NC Pre-K Lead teachers shall hold a minimum of a Bachelor's degree in early childhood, child development, or related field (human development and family studies, human growth and development, or psychology) from a regionally accredited college or university, and be working toward a BK License or eligible for a NC Initial Provisional Lateral Entry BK License; *or* hold a North Carolina K-6 license and hold or qualify to hold a Provisional Preschool Add-on license; *or* hold another North Carolina or another state's license and hold or qualify to hold a NC Provisional BK license.

NC Pre-K sites must employ staff who meet these minimum qualifications. I will ensure NC Pre-K classrooms are staffed according to the NC Child Care Rules, including Rule .3012.  Yes  No

Site: \_\_\_\_\_ Classroom: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

How many years of experience does your NC Pre-K lead teacher have working with 4-or preschool age 5-year-old children? \_\_\_\_\_

Which of the following does the lead teacher hold?

- BA/BS Degree in Early Childhood Education/Child Development or a related field \_\_\_\_\_ **and** be eligible for one of the following:
  - Working toward BK License (Plan of Study on file)
  - NC Provisional Preschool Add-On License
  - NC Provisional BK License
  - Other NC Teaching License (Special Ed., K-6, etc.)
- NC Initial Provisional Lateral Entry (LE) BK License
- Another state's Teaching License (Elementary Education Special Education, etc.)
- NC Initial BK Standard Professional I or Preschool Add-On License
- NC Continuing BK Standard Professional II or Preschool Add-On License

**Teacher Assistant (complete for each NC Pre-K teacher assistant, make additional copies as needed)**

Per 10A NCAC 09 .3013, NC Pre-K teacher assistants shall hold a high school diploma or GED and shall hold, or be working towards, a minimum of an Associate's Degree in Early Childhood Education or Child Development (ECE/CD) from a regionally accredited college or university in Early Childhood Education or a Child Development Associate (CDA) credential. NC Pre-K teacher assistants working in public school settings must meet the Federal "No Child Left Behind"(NCLB) legislation, **and** have one of the following: 6 documented semester hours of coursework in Early Childhood Education or 2 years of work experience in an early childhood setting.

NC Pre-K sites must employ staff who meet these minimum qualifications. I will ensure NC Pre-K classrooms are staffed according to the NC Child Care Rules, including Rule.3013.  Yes  No

Site: \_\_\_\_\_ Classroom: \_\_\_\_\_

Teacher Assistant Name: \_\_\_\_\_

How many years of experience does your NC Pre-K teacher assistant have working with 4-or preschool age 5-year old children? \_\_\_\_\_

Does teacher assistant hold a minimum AA in ECE or a CDA? Yes No

**OR**

Does teacher assistant working in a public school site meet NCLB **and** have 6 documented semester hours of coursework in ECE **or** 2 years of work experience in an early childhood setting? Yes No N/A

**Previously Approved Teacher or Teacher Assistant ONLY:**

If the answer to the previous question is **NO**, will lead teacher or teacher assistant have made adequate progress (minimum of 6 semester credit hours in early childhood education/child development)? Lead teacher (private setting only) must enroll with the NC Pre-K Program's Early Educator Support, Licensure and Professional Development (EESLPD) Office to be eligible for continued employment as an NC Pre-K teacher or teacher assistant for all program years. Yes No

## GEOGRAPHIC, ACCESSIBILITY AND AFFORDABILITY

### Screenings

All children enrolled in NC Pre-K must receive a developmental screening using an approved screening instrument, unless the child has an existing Individualized Education Program (IEP).

Does your site provide on-site developmental screenings?

Yes  No

If yes, check the developmental screening instrument currently used by your facility:

Ages & Stages Questionnaires, Third Edition (ASQ-3) or Ages & Stages Questionnaires (ASQ)  Parents' Evaluation of Developmental Status (PEDS)

Developmental Indicators for the Assessment of Learning, Third Edition (DIAL-3) or Fourth Edition (DIAL-4)  Brigance Early Childhood Screen II or III, Preschool Screen II, Head Start Screen, Screens III

All children enrolled in NC Pre-K must receive a hearing, dental and vision screening.

Does your site provide free hearing screenings in addition to the child's pre-entry health assessment?

Yes  No

Does your site provide free dental screenings in addition to the child's pre-entry health assessment?

Yes  No

Does your site provide free vision screenings in addition to the child's pre-entry health assessment?

Yes  No

NC Pre-K sites may not charge fees to parents unless a fee has been approved by the NC Pre-K Committee. Is your site willing to abstain from charging parents any fees not approved by the Committee?  Yes  No

### Support for Extended Care

Do you accept subsidy vouchers for children needing extended and full day care?  Yes  No

What do you typically charge for wrap-around services? \_\_\_\_\_

Do you charge separately for morning and afternoon care?  Yes  No

If yes, please explain:

What are your daily rates for school breaks? \_\_\_\_\_

What are your weekly rates for summer care? \_\_\_\_\_

**PLEASE NOTE:** Fees collected for wrap-around services are additional income for the site.

Does your site have a plan for transitioning children to NC Pre-K and Kindergarten?  Yes  No



**GEOGRAPHIC, ACCESSIBILITY AND AFFORDABILITY (continued)**

**Nutrition**

Sites must provide breakfast and/or snacks and lunch meeting USDA requirements during the regular school day.

Does your site provide free meals for all NC Pre-K children?

Yes  No

Does your site provide free meals and snacks for all NC Pre-K Children?  Yes  No

**Transportation**

Children eligible for NC Pre-K may not have access to transportation. NC Pre-K sites may need to offer transportation for families without a means to transport their child to/from NC Pre-K. Is your site able to offer transportation services (a small fee may be approved by the NC Pre-K Committee)?  Yes  No

What support would be needed for your site to offer transportation services?

Is your site able to offer transportation services at no cost?

Yes  No

**Wrap-Around Services**

NC Pre-K does not fund wrap-around services; however, many parents/families need to base their site preferences on whether or not they have access to extended care when the NC Pre-K program is not operating. We will provide this information to parents/families during the enrollment process. Parents/families are informed that availability of extended care and rates charged are at the sole discretion of the site administrator, and rates and/or availability are subject to change.

Will your site offer wrap-around services for before and/or afterschool and on days when NC Pre-K is not in session?

Before School Care Only  After School Care Only  Both Before/After School Care  No

Will you site offer care for holidays, teacher workdays, etc. (when Pre-K is not in session)?  Yes  No

Will your site offer summer care?  Yes  No

## CLASSROOM AND FAMILY SUPPORT

### Curriculum and Instructional Assessment

Do your classroom staff align lesson plans and learning experiences to the *NC Foundations for Early Learning and Development* standards to ensure planning and instructional goals and strategies all developmental domains?

Yes  No

**If yes, please provide a copy (or copies) of a recent completed lesson plan with upon submittal of this application**

Have your lead and/or teacher assistant(s) received training on the NC Foundations for Early Learning and Development

Yes  No

NC Pre-K classrooms must use an approved curriculum. Check the approved curriculum used in your facility:

- Tutor Time LifeSmart  La Petite Academy Journey  HighScope Preschool Curriculum  High Reach Learning
- Links to Literacy  Opening the World of Learning (OWL)  Tools of the Mind, 6<sup>th</sup> Edition
- Passports: Experiences for Pre-K Success  The Empowered Child, Childtime, 2<sup>nd</sup> Edition
- Explorations with Young Children: A Curriculum Guide from the Bank Street College of Education
- Investigator Club Prekindergarten Learning System
- The Creative Curriculum for Preschool, 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> Edition
- Other approved curriculum from DCDEE's approved list: \_\_\_\_\_
- No approved curriculum is currently used

NC Pre-K classrooms are required to conduct ongoing *formative* assessments to gather information about each child's growth and skill development, as well as inform instruction. Check the assessment instrument currently used by your facility:

- COR Advantage, HighScope Preschool Child Observation Record (COR)  Work Sampling System Meisels or 4<sup>th</sup> or 5<sup>th</sup> Edition  Galileo Pre-K On-line Assessment System
- Investigator Club Pre-K  Creative Curriculum Developmental Continuum, Ages 3-5 or Teaching Strategies Gold  Other approved assessment instrument: \_\_\_\_\_ (list)
- Preschool Child Observation Record (COR), 2<sup>nd</sup> Edition, HighScope Press  No assessment instrument is currently used.

### Plans

What is your plan for communicating with and supporting children and families who do not speak English or have limited English proficiency? What community resources are available to you and the families? **Please submit a copy of your written plan.**

What is your plan for preventing suspension/expulsion for NC Pre-K children? **Please submit a copy of your written plan.**

### Family Engagement

NC Pre-K sites shall develop a comprehensive plan for family engagement to implement strategies designed to develop partnerships with families and build reciprocal relationships that promote shared decision-making. What strategies have you used to encourage family engagement? **Please submit a copy of your Family Engagement Plan. Your plan should list all opportunities that your site offers for family engagement (example: festivals, curriculum nights, conferences, home visits, etc.)**

**CLASSROOM AND FAMILY SUPPORT (continued)**

**Staff Compensation and Professional Development**

**EDUCATION/ LICENSURE/COMPENSATION:**

**NONPUBLIC SCHOOLS (CHILD CARE CENTERS, DEVELOPMENTAL DAY AND HEAD START PROGRAMS NOT IN PUBLIC SCHOOLS)** - Teachers with a BK license or Preschool Add-On, Provisional BK, Initial Provisional Lateral Entry BK or a BA/BS degree and Teacher Assistants with Child Development Associate Credential or an AA/AAS in Early Childhood are provided salary/wages and a menu of benefits, as described in Section 6, NC Pre-K Program Requirements.

Currently Meet                      Do Not Meet                      Plan to Meet

**PUBLIC SCHOOLS (MAY OR MAY NOT INCLUDE HEAD START AND DEVELOPMENTAL DAY PROGRAMS OPERATED BY PUBLIC SCHOOLS)** – Teachers must be compensated according to the NC Public School Salary Schedules.

Teachers with a BK license or Preschool Add-On, Initial Provisional Lateral Entry BK or a BA/BS degree and Teacher Assistants with Child Development Associate Credential or an AA/AAS in Early Childhood are compensated according to the NC Public School Salary Schedules, as described in NC Section 6, Pre-K Requirements.

Currently Meet                      Do Not Meet                      Plan to Meet

**Note:** Compensation questions only refer to staff in the Pre-K classroom and not to other staff at the facility.

**ADDITIONAL PROGRAM INFORMATION**

Children eligible for NC Pre-K may have identified disabilities or behavioral challenges. What is your plan for supporting children with identified disabilities or behavioral challenges and their families?

What support is needed for your site to successfully serve children with disabilities or behavioral challenges?

NC Pre-K sites must implement a written transition plan developed by the local contractor and the NC Pre-K Committee showing how the needs of participating children will be met as they transition into pre-kindergarten, out of Pre-K, and into kindergarten. Do you currently have a written transition plan?                       Yes                       No

**If yes, please submit a copy of your Transition Plan.**

NC Pre-K sites must provide a Pre-K program for a minimum of 6.5 hours per day for 10 months (36 weeks) of instructional days per school calendar year.

Currently Meet                      Do Not Meet                      Plan to Meet

If not currently meeting, explain plan to meet criteria:

Per 10A NCAC 09 .3015, instructional staff shall work in direct contact with children in the Pre-K program for at least a 32.5 hour work week. In addition to these direct, day-to-day instructional experiences, the Pre-K program must provide adequate

additional time for the instructional staff for related instructional activities, including time for planning, scheduling and conducting home visits, meeting with children's families, or attending required professional development activities. These related activities shall take place outside of the six and a half hour day of direct teacher child contact. Lead teachers and teacher assistants are not to exceed working 40 hours per week. All 40 hours worked per week must be focused on the NC Pre-K classroom that the lead teacher and teacher assistant is assigned to at the NC Pre-K site. 32.5 hours each week are for direct contact with children in the classroom and outdoor learning environment. The remaining 7.5 hours each week are for instructional staff to complete related instructional activities as referenced above.

Currently Meet

Do Not Meet

Plan to Meet

If not currently meeting, explain plan to meet criteria:

All NC Pre-K Lead Teachers must meet BK licensure requirements for the Beginning Teacher Support Program or Lateral Entry Teacher Program to maintain the BK Standard Professional II license through the Local Education Agency (LEA) or the Early Educator Support, Licensure & Professional Development (EESLPD) Unit of the Division of Child Development and Early Education (All NC Pre-K teachers employed in a nonpublic school must be enrolled with the EESLPD Unit).

Currently Meet

Do Not Meet

Plan to Meet

If not currently meeting, explain plan to meet criteria:

NC Pre-K classrooms will not exceed a maximum staff-to-child ratio of 1 to 9 with a maximum class size of 18 children, with one lead teacher and one teacher assistant per classroom.      Currently Meet      Do Not Meet      Plan to Meet

If not currently meeting, explain plan to meet criteria:

Some children with Individualized Education Programs (IEP's) may require smaller class sizes with less than 18 children or ratios smaller than 1:9 as part of their educational plan. Would your site be financially able to offer a smaller class size or lower ratio for children with these types of special needs?

Yes     No

Do the NC Pre-K children have a dedicated, age appropriate, fenced playground space?  Yes     No  
What other quality improvement or quality maintenance initiatives or staff trainings do you have in place?

NC Pre-K sites must provide a Pre-K program for a regular school day (6.5hours per day Monday –Friday) for 10 months per school calendar year. What hours will your site operate? (Ex. 11:00 am)

Start Time:

End Time:

Customarily, families are given a 15-minute window for drop-off and pick-up times. What is the earliest drop off time and latest pick-up time you would allow for NC Pre-K before the child would need to enroll in a before and/or afterschool program?

Earliest Drop-off Time:

Latest Pick-up Time:

NC Pre-K policy requires that sites must demonstrate that they are accessing other resources to help cover expenses for the NC Pre-K Program. List other resources used to cover expenses (subsidy vouchers for before/after school care, grants, in-kind

from facility, Child and Adult Care Food Program (CACFP), etc.): (Attach additional documentation if needed.)

### ADDITIONAL REQUIRED DOCUMENTS

The following documents, at a minimum, must be submitted with the NC Pre-K Site Application. Mark each box preceding each document to indicate inclusion in the application submission packet.

- Completed NC Pre-K Site Application
- Staff Benefits Summary and Compensation Schedule/Scale for NC Pre-K lead teacher/teacher assistant positions
- Copy of current Facility License
- Documents to Verify Teacher Education/Credentials (Copy of NC BK or Other Type of Educator License, degree, transcripts, if feasible, resume, application, etc.)
- Lesson plan(s) completed within the last 30 days verifying use of *NC Foundations for Early Learning and Development*
- Evidence of ECERS-R Rating (ECERS-R Summary Report)
- Family Engagement Plan -**optional**
- Transportation Plan-**optional**
- Working with children and families with limited English Proficiency Plan-**optional**
- Prevent suspension and/or expulsion of children Plan-**optional**
- Other: Optional Local Contract Administrator Required Documents: \_\_\_\_\_

### SIGNATURES

This application is complete and all information is accurate to the best of my knowledge. I understand that if any information is found to be false, the site will be deemed ineligible to participate in the NC Pre-K Program. I have read and will abide by all current NC Child Care Rules, including Rule. 3000, the NC Pre-K Program Requirements and the NC Fiscal and Contracting Requirements.

Site Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_

Send completed application to:

★ ★ ★ COMPLETED APPLICATIONS ARE DUE BY 5:00 PM ON \_\_\_\_\_ ★ ★ ★

### FOR OFFICE USE ONLY

Date Application Received \_\_\_\_\_

NC Pre-K Site Selection Sub-Committee Rubric Points Total \_\_\_\_\_

NC Pre-K Committee Decision     Approved\*     Not Approved     Pending Approval/ Request for Information  
 Consider for Future Expansion or Changes

\*Site approval does not guarantee a specific number of slots. Slot assignment is based on the NC General Assembly's allocation for Pre-K services in a community, as determined by the NC Pre-K Standardized Site Selection Rubric, Site observations, and if applicable, monitoring results for current NC Pre-K sites.

Date Applicant Notified of the NC Pre-k Committee Decision in Writing or Other Method \_\_\_\_\_