Instructions for Using the NC Pre-K Site Selection Rubric

Purpose and Use of the NC Pre-K Site Selection Rubric

Prior to scoring the NC Pre-K Site Selection Rubric, the Site Selection Sub-Committee must review and use the NC Pre-K Site Selection Process Decision Tree to guide the process.

The NC Pre-K Site Selection Rubric is designed to be used by the NC Pre-K Site Selection Sub-Committee as a comparative tool to help standardize the site selection process in each county or region across the state. These standards and indicators are designed to guide the Site Selection Sub-Committee’s decisions in recommending sites for participation in the NC Pre-K program.

The Site Selection Sub-Committee is required to complete a Rubric for each eligible site applicant, using information from the NC Pre-K Site Application and supporting documentation submitted by applicants. The Rubric is divided into five sections with a possible scoring of 100 points, including up to eight (8) points for Additional Locally Determined Indicators. The local NC Pre-K Committee is responsible for determining if the Additional Locally Determined Indicators will be used and the criteria.

All applicants within a county must be compared using the same Additional Locally Determined Indicators to ensure fairness across the site selection process.

Once a NC Pre-K Site Selection Rubric has been completed for each applicant, the Site Selection Sub-Committee will refer to the NC Pre-K Site Selection Process Decision Tree for next steps.

Overview of the NC Pre-K Site Selection Rubric Sections

The rubric is divided into five sections:
1. Program Standards
2. Education Standards
3. Geographic, Accessibility & Affordability Indicators
4. Classroom & Family Support Indicators
5. Additional Locally Determined Indicators – Optional

<table>
<thead>
<tr>
<th>Section Name and Details</th>
<th>Points Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Program Standards</strong></td>
<td></td>
</tr>
<tr>
<td>• The site must hold a 4/5 star license or a temporary license in order to participate in the Site Selection process. A copy of the license must be included with the application in order for points to be awarded.</td>
<td></td>
</tr>
<tr>
<td>• In this section enter the most recent Early Childhood Environment Rating Scale (ECERS-R) score. (Note: NC Pre-K classrooms are required to score a 5.0 or higher on each ECERS-R completed.) A copy of the ECERS-R assessment must be included with the application in order for points to be awarded.</td>
<td></td>
</tr>
<tr>
<td>• In the Complaints and Administrative Actions topic area, more points received would indicate higher quality.</td>
<td>Total Points Available 15</td>
</tr>
</tbody>
</table>
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### 2. Education Standards
- In this section the Administrator, Lead Teacher(s) and Teacher Assistant(s) information is collected in three subsections (documentation must be submitted with the site application in order for points to be awarded). The minimum education requirement for each position is listed with each section.
- If education standards are not fully met at the time of the application, no points would be awarded for the relevant subsection.
- The points for the Lead Teacher(s) and Teacher Assistant(s) subsections will be calculated using the worksheet under Education Standards within the Site Selection Application and then transferred to the Rubric.

<table>
<thead>
<tr>
<th>Total Points Available</th>
<th>15</th>
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### 3. Geographic, Accessibility & Affordability Indicators
- This section is divided into subsections (Screenings, Support for Extended Care/Wrap-Around Services, Nutrition, and Transportation).
- Under the Location subsection on the Rubric, the NC Pre-K Committee must determine the context for what criteria constitutes a high, mid, and low level area of need. Below are examples for determining high, mid and low level areas of need.
  1. The level of poverty by zip codes
  2. The location by zip code of current year’s applications for families earning less than 75% SMI
  3. Review the current year’s applications and rank sites by family choice.
  4. Review input from public schools and private sites, surveys, census data, DSS files, Child Care Resource and Referral staff and databases.

<table>
<thead>
<tr>
<th>Total Points Available</th>
<th>35</th>
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</table>

### 4. Classroom and Family Support Indicators
- This section is divided into 3 subsections (Curriculum and Instructional Assessment, Plans (if applicable), and Staff Compensation).
- Curriculum and assessment tools must be approved by the NC Child Care Rules
- Under Staff Compensation (salary) and Benefits, the top indicators reflect the recommended compensation policies for NC Pre-K classroom instructional staff employed in public schools, while the bottom indicator addresses nonpublic school salary schedules.

<table>
<thead>
<tr>
<th>Total Points Available</th>
<th>27</th>
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</table>

### 5. Additional Locally Determined Indicators - Optional
- This section allows the local NC Pre-K Committee to insert Additional Locally Determined Indicators that are relevant to their county/region. **Indicators listed below are only examples and may/may not apply.**
  1. Other resources and benefits that are offered by each individual site (TEACH, WAGE$, Retirement Plan, Health Insurance, Cafeteria Benefits, etc.)
  2. The site offers additional trainings to staff beyond those required by NC Child Care Rules.
  3. Potential NC Pre-K Lead Teacher and/or Teacher Assistant education exceeds the maximum level on the Teacher Education Worksheet.

<table>
<thead>
<tr>
<th>Total Points Available</th>
<th>8</th>
</tr>
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</table>

### 6. Subtotals from each section
- Enter the points for each subsection to determine the grand total.