

MECK Pre-K Site Application



Application Deadline

Completed applications must be submitted to the
MECK Pre-K Office no later than:

January 6, 2022

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

**MECK Pre-Kindergarten (MECK Pre-K)
Application Packet
Program Year 2022 - 2023**

APPLICATION PURPOSE AND AVAILABILITY

MECK 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 Mecklenburg County. Approved sites are required to comply with all applicable NC Child Care Rules, specifically Rule .3000 NC Pre-Kindergarten Services, MECK Pre-K Office, the NC Pre-Kindergarten Program Requirements, and the MECK Pre-K Program Fiscal and Contracts, during the funding cycle. As determined by the MECK Pre-K Office, approved sites may not be required to resubmit an application for each funding cycle unless non-compliance is noted within site monitoring results.

APPLICATION REVIEW PROCESS

MECK Pre-Kindergarten (MECK 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 MECK Pre-K Site Selection Sub-Committee will recommend sites for MECK Pre-K placements and advise Smart Start Office as they work to fulfill contractual site selection obligations. Information about approved sites is entered into the MECK Pre-K Plan for Mecklenburg County. Final funding of slots is contingent upon approval of the budget passed by Mecklenburg County.

Approval as a site for the contract cycle 2022-2023 does not guarantee that slots will be awarded, only that a site is *eligible* to serve as a placement option for MECK Pre-K children. Slot allocations will be determined at a later date by MECK Pre-K Office.

The primary consideration for the selection of sites and allocations of slots is to provide the highest quality early education setting to meet the needs of the most at-risk children and families. Consideration is given to existing MECK Pre-K sites and the continued employment of qualified MECK 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 a MECK Pre-K site is not guaranteed.**

APPLICATION DEADLINE

Two completed applications and documentation must be received (not postmarked) by 4:00 PM on January 6, 2022. You may submit the completed and signed application with supporting documents by mail or hand-delivery. Applications received after the deadline may not be accepted for review.

QUESTIONS AND TECHNICAL ASSISTANCE

The NC Child Care Rules, including Section .3000 NC Pre-Kindergarten Services, may be found [here](#). NC Pre-K Program Requirements may be found [here](#).

Please contact **Sharon Spigner**, MECK Pre-K Staff at sspigner@smartstartofmeck.org if you have questions or need assistance in completing this application.

APPLICANT ASSURANCES and REQUIREMENTS

- A. The contract will be a Purchase of Services contract between Smart Start Office, MECK Pre-K office and the MECK Pre-K site.
- B. Sites will be reimbursed monthly per slot based on child attendance up to the maximum allowable monthly reimbursement plan.
- C. The monthly reimbursement should be used to cover any operating expenses associated with the MECK Pre-K classroom(s), including MECK Pre-K staff compensation, materials/equipment or facility improvements needed to comply with facility licensing requirements.
- D. The monthly reimbursement should be used to cover any operating expenses for MECK Pre-K instructional staff. Teachers receive NC DPI State Salary, health insurance, retirement at 3% and life insurance. Teachers with 3 years or experience or higher will receive teacher supplement. Teacher assistants are encouraged to be paid following the NC Public School Salary Schedules, located on the *Public School Employees chart*, grade level 56: \$2,101.72 - \$3,339.15 (per month) and receive health insurance, retirement at 3% and life insurance. Teacher Assistants are paid 40 hours a week. <https://files.nc.gov/dpi/documents/fbs/finance/salary/schedules/2019-20schedules.pdf>
- E. All instructional staff must be compensated each month for salary and benefits at the designated payroll schedule.
- F. The original MECK Pre-K Site Application will become an attachment to the sub-contract for each contract cycle.
- G. MECK Pre-K Office will review documentation for site administrator and instructional staff qualifications to ensure staff will meet criteria established in the NC Pre-K Program Requirements and NC Child Care Rules, including Rule .3000 NC Pre-Kindergarten Services prior to staff approval.
- H. Site administrators or designee monitor MECK Pre-K classrooms on a regular basis (several times a month). Monitor Teaching Strategies GOLD at least twice during each of the 3 checkpoints and Site Monitoring Tool.
- I. All approved sites must meet the following requirements:
 - a. MECK Pre-K classrooms operate 10 months for 6.5 hours per day for 10 months, 177 days per year.
 - b. MECK Pre-K classrooms (instructional staff and children) will follow Charlotte-Mecklenburg School (CMS) school calendar and inclement weather.
 - c. Classrooms are licensed for a minimum of 16 children.
 - d. Site Provider named as the Admin Level III administrator attends monthly MECK Pre-K Provider meetings.
 - e. Submit monthly attendance reports by the 1st day of each month in the Ascend Database.
 - f. Meet monitoring requirements as indicated by MECK Pre-K, the NC Pre-K Program Requirements and Fiscal and Contracts.
 - g. Provide information requested by the MECK Pre-K Office by the designated deadline and participate in any audit or evaluation of the MECK Pre-K Program that is required by Smart Start Office and Mecklenburg County.
 - h. Submit their federal tax identification number.
 - i. Inform the MECK Pre-K Office within 3 business days of any changes related to the status of the MECK Pre-K site, classroom and/or instructional staff.
 - j. Review instructional staff (lead teacher and teacher assistant) qualifications to ensure staff will meet the NC Pre-K Program requirements to be employed in a MECK Pre-K classroom.
 - k. Ensure nonpublic school lead teachers who are working toward and/or maintaining a Continuing BK (Standard Professional II) license are enrolled with the DCDEE, Early Educator Support (EES) Unit within 15 business days of hire date.
 - l. Ensure all MECK Pre-K instructional staff participate in required professional development, including PLCs every other Tuesday of each month as designated by MECK Pre-K Office.
 - m. Ensure Lead Teachers complete BK licensure requirements based on the NC State Board of Education Licensure Policy and NC Child Care Rule .3000.
 - n. Ensure Teacher Assistants complete educational requirements as required by NC Child Care Rule .3000. Submit unofficial transcripts to the MECK Pre-K Office at the end of each semester for Teacher Assistants working to meet the educational requirements.
 - o. Comply with professional development requirements based on the NC State Board of Education Licensure Policy for Site Administrators and Lead Teachers (NC Teacher Evaluation process and etc.).
 - p. Maintain documentation of educational/licensure progress for all MEKC Pre-K staff as outlined by NC Child Care Rule .3000.

- q. Ensure instructional staff implement Creative Curriculum Edition 6 and Teaching Strategies GOLD as the formative assessment tool. The curriculum and formative assessment must align with the NC Foundations for Early Learning and Development standards (Domains, Goals, Developmental Indicators and Strategies for Preschoolers). These tools must be used to conduct parent/teacher conferences to share children's progress throughout the year.
- r. The lesson plans must incorporate NC Foundations for Early Learning and Development standards (Domains, Goals and Developmental Indicators) and Teaching Strategies GOLD Objectives for Development and Learning.
- s. Ensure that instructional staff are provided a minimum of 1 hour and 30 minutes for planning time each day. MECK Pre-K instructional staff must not serve as staff during the wrap-around services until after 8-hour day nor pulled to work in non-MECK Pre-K classrooms and center.
- t. Site provide non-MECK Pre-K or outside cleaning firm to clean MECK Pre-K classrooms.
- u. Ensure complete health assessments including physical, updated immunizations, vision, hearing and dental screenings are on file at the MECK Pre-K site within 30 days of the first day of attendance or within 12 months prior to the first day of attendance.
- v. Confirm developmental screenings are completed within 45 days of the first day of attendance or within 6 months prior to the first day of attendance.
- w. Submit all assessment dates (health screenings) to MECK Pre-K Office and enter Brigance data into the Brigance Online Management System by the designated deadline.
- x. 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.
- y. Implement written plans to include (1) Transition (into/out of MECK Pre-K, into kindergarten); (2) Transportation; (3) Family Engagement; (4) Working with children and families with limited English Proficiency; and (5) Prevent suspension and/or expulsion of children with unique needs and challenging behaviors in accordance with NC Pre-K Program Requirements, NC Child Care Rules and as approved by MECK Pre-K Office.
- z. Ensure that teachers conduct home visits, parent/teacher conferences and support families in maintaining take home reader logs, ReadyRosie and TS GOLD Family App as prescribed by MECK Pre-K Office.
- aa. Ensure that the Site Provider named as the Admin Level III administrator conduct the family orientation.

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

Site Administrator Signature

Date

List name and contact information of the site provider named as the Admin Level III administrator if different from the person who completed this application. This person will be responsible for day-to-day supervision of MECK Pre-K Program at the site level.

Name: _____

Phone: _____

Email: _____

SITE INFORMATION (SSSR – 1)

Name of Site/School:		
DCDEE Facility ID Number:	Facility License Type:	
Administrator Name:	Title: Administrator or Principal	
Email Address:		
Street address:		
City:	State:	Zip Code:
Mailing address:		
City:	State:	Zip Code:
Phone Number:	Fax Number:	
Site Classification (Check One):	<input type="checkbox"/> Private For-Profit Child Care Center	<input type="checkbox"/> Developmental Day Program
	<input type="checkbox"/> Private Non-Profit Child Care/Head Start	<input type="checkbox"/> Charter School
Federal Tax ID #:		

SLOT INFORMATION

Is your facility a (check all that apply): New MECK Pre-K Site Previous MECK Pre-K/MAF Site
Existing NC Pre-Site

Is your site a previous NC Pre-K Site and/or MECK Pre-K Site , if yes, clarify why you're no longer an NC Pre-K site or MECK Pre-K site. _____

New Site: Total number of Slots Requested: _____ **New Site: Number of MECK Pre-K Classrooms Requested:** _____

New site, please complete the following. Classroom size must be licensed for a minimum of 16 children or higher.

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: _____

List the age group or program that will be displaced: _____

If new site, earliest date MECK Pre-K Program can be implemented?

Recruitment plan to identify unserved children (attach additional page if needed):

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

PROGRAM STANDARDS (SSSR – 1)

MECK 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 Temporary (attach explanation e.g. change of ownership, change in location, new).

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

- Yes No

If yes, explain and submit documentation.

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

- Yes No

If yes, explain how you have or have not completed the corrective action to the satisfaction of DCDEE.

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

- Yes No

If yes, explain.

ECERS-R

All MECK 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 MECK Pre-K ECERS-R score(s) and the date of assessment(s): _____

For new sites provide your last ECERS-R score(s) for all evaluated classroom(s) at your site: _____

Site Administrator

The on-site Site Administrator listed as holding the NC Early Childhood Administrator Credential Level III must work a minimum of 20 hours with the MECK Pre-K program. Are you willing to meet the on-site requirement?

- Yes No

If no, explain how you plan to manage the MECK Pre-K program.

EDUCATION STANDARDS (SSSR – 2)

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, **submit documentation**):

- NC Early Childhood Administrator Credential Level III

- NC Principal License

EDUCATION STANDARDS (continued) (SSSR – 2)

MECK Pre-K sites must employ staff who meet minimum education, credential, and licensure qualifications as outlined in Section .3000 of the NC Child Care Rules.

I will ensure MECK Pre-K classrooms are staffed according to the NC Child Care Rules, including Rules .3012 and .3013

Yes No

Refer to the credentials, transcripts and/or license for Lead Teachers and Teacher Assistants to complete the worksheet below

LEAD TEACHERS ONLY

Names	Years of Experience with preschoolers	Education/Licensure (see chart below)	Points from column below (to be completed by Site Selection Sub-Committee only - review documentation)
1.			
2.			
3.			
4.			

****Enter combined average (1-4) here**

Completed by Site Selection Sub-Committee only - **Transfer points to rubric**

Lead Teacher Points

Pts.

Continuing (Standard Professional II) B-K, B-K Add-On or Pre-K/K Add-On License	5
Initial (Standard Professional I) B-K, B-K Add-On or Pre-K/K Add-On License	4
NC K-6 License <i>or</i> other NC Educator’s License (Special Ed., K-6, etc.) <i>or</i> another state’s license (Elementary Education Special Education, etc.) <i>and</i> eligible for a NC Provisional B-K or Pre-K/K Add-On License.	3
BA/BS Degree in Early Childhood Education, Child Development, <i>or</i> related field* <i>and</i> working toward BK License (Plan of Study on file) <i>or</i> hold NC Lateral Entry (LE) BK License <i>or</i> hold a Residency B-K License <i>or</i> hold an Emergency B-K License	2
BA/BS Degree in Related Field* and no Plan of Study for Birth-Kindergarten (BK) licensure	1

***Related Fields: Child and Family Studies, Human Development and Family Studies, Human Growth and Development, Human Growth and Family Studies, Psychology**

ASSISTANT TEACHERS ONLY

Names	Years of Experience with preschoolers	Education/Licensure (see chart below)	Points from column below (to be completed by Site Selection Sub-Committee only - review documentation)
1.			
2.			
3.			
4.			

**** Enter combined average (1-4) here**

Completed by Site Selection Sub-Committee only - **Transfer points to rubric**

Assistant Teacher Points

Have completed BA/BS Degree in BK/ECE/CD <i>or</i> related field*	5
Have completed AA Degree in BK/ECE/CD <i>or</i> related field* <i>or</i> Child Development Associate (CDA) <i>and</i> additional ECE semester credit hours (SCH) toward a BA/BS Degree in a related field*	4
Have completed AA Degree in BK/ECE/CD <i>or</i> related field* <i>or</i> Child Development Associate (CDA)	3
Completed at least 6 (SCH) of ECE coursework <i>or</i> meet Every Student Succeeds Act (ESSA) exception <i>and</i> completed 6 (SCH) of ECE coursework <i>or</i> 2 years ECE experience if employed by a public school	2
Working towards AA in Birth-Kindergarten (BK), Early Childhood Education (ECE), Child Development (CD), <i>or</i> related field* <i>or</i> Child Development Associate (CDA)	1

****To average, add all points together from lines 1-4 and then divide by the number of classrooms requested.**

If you require more than the 4 spaces provided, use another sheet and average your total based on the total number of teachers you are listing.

GEOGRAPHIC, ACCESSIBILITY AND AFFORDABILITY (SSSR – 3)

Screenings

All children enrolled in MECK 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, what process do you have in place to ensure that the developmental needs of children are being met and align with the outcomes gathered by the developmental screening? _____

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, Head Start Screens III, K&1 Screen II

No approved developmental screening used

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

Does your site provide free hearing screenings?

Yes No

If yes, list the name of the provider/resource. _____

Does your site provide free dental screenings?

Yes No

If yes, list the name of the provider/resource. _____

Does your site provide free vision screenings?

Yes No

If yes, list the name of the provider/resource. _____

MECK Pre-K sites may not charge fees to parents unless a fee has been approved by the MECK Pre-K Office or for wrap-around services. Is your site willing to abstain from charging parents any fees not approved by MECK Pre-K Office?

Yes No

Support for Extended Care/Wrap-Around Care Services

MECK Pre-K may fund extended care/wrap-around services. Many parents/families need to base their site preferences on whether they have access to extended care when the MECK Pre-K program is not operating.

Will your site guarantee extended care/wrap-around services for MECK Pre-K students needing before and/or after school?

Before School Care Only After School Care Only Both Before and After School Care No

What are the operating times for before school care? _____

What are the operating times for after school care? _____

What do you typically charge for extended care/wrap-around services? _____

How many wraparound slots will be available for MECK Pre-K students? ____

Do you charge separately for morning and after school care? Yes No

If yes, please explain: _____

What are the rates for late pick-up for after school care? _____

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

Will your site offer summer care? Yes No

What are your daily rates for school breaks? _____

What are your weekly rates for summer care? _____

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

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

GEOGRAPHIC, ACCESSIBILITY AND AFFORDABILITY (continued) (SSSR – 3)

Nutrition

Sites must provide breakfast and/or snacks and lunch meeting USDA requirements during the regular school day. Does your site participate in the CACFP Program? Yes No

Does your site provide free meals for all children? Yes No

If no, will you be willing to provide free meals to all MECK Pre-K children? Yes No

Does your site provide free snacks for all children? Yes No

If no, will you be willing to provide free snacks to all MECK Pre-K children? Yes No

Transportation

Children eligible for MECK Pre-K may not have access to transportation. MECK Pre-K sites may need to offer transportation for families without a means to transport their child to/from MECK Pre-K.

Is your site able to offer transportation services (a small fee may be approved by the MECK Pre-K Office)?

Yes No

Will your site **guarantee** transportation services for MECK Pre-K students who need it?

Yes No

If no, explain. _____

What is the radius you will pick up and drop off students? ____

How many transportation slots will be available for MECK Pre-K students for pick-up? ____

How many transportation slots will be available for MECK Pre-K students for drop -off? ____

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

Staff Evaluations

The site administrator uses a performance tool to monitor and evaluate all lead teachers. Yes No

The site administrator uses a performance tool to monitor and evaluate all assistant teachers. Yes No

If yes, please submit a sample of the performance/evaluation tool and your monitoring schedule.

The site administrator conducts a post conference with the lead teachers to review the evaluation. Yes No

The site administrator conducts a post conference with the assistant teachers to review the evaluation. Yes No

Supplies

Consumables are accessible for classrooms as needed.

Yes No

If yes, attach most current order and/or photo of supply closet with consumables.

A system is in place for teachers to request consumable supplies and/or order supplies.

Yes No

If yes, attach a copy of the procedures to request or order supplies. Submit a copy of the last request from your Preschool classroom.

A system is in place for teachers to request materials when they are broken.

Yes No

If yes, attach a copy of the procedures to request or order materials. Submit a copy of the last request from your Preschool classroom.

CLASSROOM AND FAMILY SUPPORT (SSSR – 4)

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, instructional goals and strategies meet all developmental domains?

Yes No

If yes, please provide a copy (or copies) of a recent completed lesson plan (30 days) with the submission of this application

Have the following staff received training on NC Foundations for Early Learning and Development?

Site Administrator(s) Yes No

Lead Teacher(s) Yes No

Assistant Teacher(s) Yes No

All MECK Pre-K classrooms must use Creative Curriculum Edition 6. Are you willing to implement Creative Curriculum Edition 6 as the only curriculum in all of your MECK Pre-K classrooms? Yes No

All MECK Pre-K classrooms must use Teaching Strategies (TS) GOLD as the formative assessment. Are you willing to implement TS GOLD as the only formative assessment in all of your MECK Pre-K classrooms? Yes No

All MECK Pre-K classrooms must use Brigance Early Childhood Screen III as the developmental screening. Are you willing to implement Brigance Early Childhood Screen III as the only developmental screening in all of your MECK Pre-K classrooms?
 Yes No

Does your site have a dedicated, age appropriate, fenced playground space for Pre-K children? Yes No

Does the playground for Preschool children have appropriate stationary equipment?
 Yes No
If yes, attach a photo of the stationary equipment for Preschool children.

How many outdoor centers are on the playground for Preschool children? _____
 Yes No

If yes, attach a photo of the outdoor centers for Preschool children.

List the types of outdoor centers on the playground for Preschool children? _____

Do you have enough materials for children to share on the playground for Preschool children?
 Yes No

MECK Pre-K classrooms are required to conduct ongoing *formative* assessments (Teaching Strategies GOLD) to gather information about each child's growth and skill development, as well as inform instruction, .

Are you willing to implement Teaching Strategies GOLD in all of your MECK Pre-K classrooms? Yes No
 If no, explain how you plan meet MECK Pre-K requirements. _____

Center Environment

The site has security cameras.
 Yes No

The site is locked and has an entry code for families to access the building and/or visitors are required to ring the doorbell.
 Yes No
If yes, provide a photo of the entry pad that is located near your front entrance.

CLASSROOM AND FAMILY SUPPORT (continued) (SSSR – 4)

Plans (if applicable)

1. What is your current 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.**
2. What is your current plan for preventing the suspension/expulsion of children with challenging behaviors and identified disabilities?
 What support is needed for your site to successfully serve children with disabilities or behavioral challenges?
Please submit a copy of your written plan.

 Describe your current practice for children who demonstrate continued challenging behaviors.

3. What is your current plan to implement strategies for family engagement that are designed to develop partnerships with families and build reciprocal relationships that promote shared decision-making? **Please submit a copy of your written Plan.**
4. What is your current plan for transitioning children to Pre-Kindergarten (Pre-K), out of Pre-K and into Kindergarten? **Please submit a copy of your written Plan.**

5. What is your current plan for transportation for families without a means to transport their child to/from Pre-K? **Please submit a copy of your written Plan.**
6. What is your current plan for supporting children with disabilities? **Please submit a copy of your written Plan. (SSSR- 6)**

Staff Compensation

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, Residency BK and Emergency BK and Teacher Assistants are provided salary/wages and a menu of benefits based on the NC Public School Salary Schedules.

- Currently Meet Do Not Meet Plan to Meet

All lead teachers in MECK Pre-K classrooms are required to receive health insurance and retirement at 3%, life insurance. Teachers with 3 years or experience or higher will receive teacher supplement.

- Currently Meet Do Not Meet Plan to Meet

Assistant teacher are encouraged to be paid following the NC Public School Salary Schedules and receive health insurance, retirement at 3% and life insurance.

- Currently Meet Do Not Meet Plan to Meet

List the types of benefits you currently offer all staff:

Note: Compensation questions only refer to teaching staff in prospective MECK Pre-K classroom(s).

ADDITIONAL PROGRAM INFORMATION

MECK 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. **Do you meet this requirement?**

- Currently Meet Do Not Meet Plan to Meet

If not currently meeting, explain plan to meet criteria:

MECK Pre-K Sites must follow Charlotte-Mecklenburg School calendar and inclement weather closing/back-up days. **Do you meet this requirement?**

- Currently Meet Do Not Meet Plan to Meet

If not currently meeting, explain plan to meet criteria:

Programs must start no later than 8:00am and end no later than 2:30pm. What hours will your site operate for the MECK Pre-K classroom?

Start Time: _____ End Time: _____

What is your policy for tardiness? _____

What time will you consider a child tardy? _____

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 MECK Pre-K children not enrolled in wrap-around services?

Earliest Drop-off Time: _____

Latest Pick-up Time: _____

MECK Pre-K instructional staff shall work in direct contact with children in the MECK Pre-K program for at least a 32.5-hour work week. The remaining 7.5 hours each week are for instructional staff to complete related instructional activities for the MECK Pre-K classroom. Lead teachers and assistant teachers are not to exceed working 40 hours per week. **Do you meet this requirement?**

Currently Meet Do Not Meet Plan to Meet

If not currently meeting, explain plan to meet criteria:

Do you provide planning time for all instructional staff (lead teachers **and** assistant teachers)? Yes No

If yes, how often? _____

Do you provide planning time for only lead teachers? Yes No

If yes, how often? _____

MECK Pre-K instructional staff (lead teachers and assistant teachers) are required to have a minimum of 1.5 hours of planning time each day. **Do you meet this requirement?**

Currently Meet Do Not Meet Plan to Meet

If not currently meeting, explain plan to meet criteria: _____

ADDITIONAL PROGRAM INFORMATION (continued)

All MECK Pre-K Lead Teachers must meet B-K licensure requirements for the Beginning Teacher Support Program (BTSP) to maintain the B-K license through the Local Education Agency (LEA) or the Early Educator Support (EES) Unit of the Division of Child Development and Early Education. All MECK Pre-K Lead teachers employed in a nonpublic school must be enrolled with the EES Unit.

Does your teacher meet this requirement? If so, circle one of the options below.

Currently Meet Do Not Meet Plan to Meet

If not currently meeting, explain plan to meet criteria:

MECK 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. **Do you meet this requirement?**

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 special needs?

Yes No

SSSR – 6 MECK Pre-K policy requires that sites must demonstrate that they are accessing other resources to help cover expenses for the MECK Pre-K Program. **Do you meet this requirement?**

Currently Meet Do Not Meet Plan to Meet

If not currently meeting, explain plan to meet criteria: _____

If you currently meet this requirement, list the other resources and how you will use them to help cover expenses for the MECK Pre-K Program (grants, in-kind from facility); exclude subsidy vouchers for before/after school care and Child/Adult Care Food Program (CACFP). **(Attach additional documentation).**

Research has shown that children have better educational and developmental outcomes when they have **continuity** in their child-care arrangements because safe, stable environments allow young children the opportunity to develop the relationships and trust necessary to comfortably explore and learn from their surroundings. List the process you have in place to encourage staff to remain employed at your site.

How many preschool classrooms are located at your site? _____

Have you had any lead teachers or assistant teachers to resign within the last 12 months? Yes No

If yes, how many? _____

Additional comments: _____

ADDITIONAL PROGRAM INFORMATION (continued) (SSSR – 5)

Does your site provide technology for staff and children to access daily? Yes No

List the technology you have in your Preschool classrooms for staff. _____

List the technology you have in your Preschool classrooms for children. _____

Who will be responsible for cleaning MECK Pre-K classrooms (mopping, vacuuming and cleaning the restrooms)?

Will you guarantee that a non-MECK Pre-K staff will be hired to clean restrooms and mop floors?

Yes No

If no, explain. _____

How often do you get the carpet in classrooms professionally cleaned? _____

How often do you get the floors in classrooms and hallways professionally waxed? _____

What other quality improvements have you put in place within the last 12 months?

What quality maintenance initiatives have you put in place within the last 12 months?

Will afterschool/wrap-around services be located in the MECK Pre-K classrooms?
 Yes No

If yes, what time will the children arrive? _____

What other locations do you have at your site for the MECK Pre-K instructional staff to work for planning?

MECK Pre-K instructional staff are required to work directly with children 32.5 hours a day for 5 days a week, therefore; there will not be time to add new activities/materials to the classroom. What is your plan for working between wrap-a-around services and MECK Pre-K instructional staff in the same space? _____

Describe your plan to ensure that the MECK Pre-K classroom have space in the environment to meet requirements (wall, bulletin boards, centers, materials/toys, broken MECK Pre-K toys, after school clean-up) shared with wraparound teachers.

Do you have a dedicated (separate room) staff lodge? Yes No

If yes, please describe _____

Do you have a floater at your site? Yes No
 If yes, describe the purpose of the floater? _____

What is your plan to provide restroom breaks for MECK Pre-K instructional staff? _____

MECK Pre-K instructional staff (lead teachers and teacher assistants) are required to attend Professional Learning Communities (PLC) meetings every other Tuesday each month and professional development throughout the school year.

Do you provide staff meetings at your site? Yes No
 If yes, please describe (how often, day, time and etc.) _____

Submit a copy of the agenda and/or minutes from the last two staff meetings.

How do you plan to work around the required professional development for MECK Pre-K? _____

MECK PRE-K SITE APPLICATION SUBMISSION CHECKLIST

The following documents **must** be submitted with the MECK Pre-K Site Application. Indicate included documents by marking each appropriate box.

- Completed and signed MECK Pre-K Site Application
- Copy of current Facility License
- Summary of violations (**if applicable**)
- Evidence of most recent ECERS-R Rating (ECERS-R Summary Report)
- Documents to Verify Administrator, Teacher and Teacher Assistant Education/Credentials
(Copy of NC BK or Other Type of Educator License, degree, transcripts, DCDEE Status Letter, Admin Credential, etc.)
- Lesson plan(s) completed within the **last 30 days** verifying use of *NC Foundations for Early Learning and Development*
- Photo of closet with extra supplies (**if applicable**)
- Procedures for teachers to request and order consumables (**if applicable**)
- Procedures for teachers to request materials for items that are broken (**if applicable**)

- Photos of outdoor centers on the playground for Pre-K children (if applicable)
- Photos of stationery playground equipment on the playground for Pre-K children (if applicable)
- Photo of entry pad to access the entrance of the site (if applicable)
- Limited English Proficiency Plan (if applicable)
- Prevent suspension and/or expulsion of children Plan (if applicable)
- Family Engagement Plan (if applicable)
- Transition into Pre-K and into Kindergarten Plan (if applicable)
- Transportation Plan (if applicable)
- Supporting Children with Disabilities (if applicable)
- Staff Benefits Summary (if applicable)
- Compensation/Salary Scale for NC Pre-K lead teacher/teacher assistant positions
- Teacher Performance Tool (evaluation) and monitoring schedule (if applicable)
- Summary of other resources to help cover expenses for MECK Pre-K (if applicable)
- Agenda and/or minutes from the last two staff meetings. (if applicable)

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 MECK Pre-K Program. I have read and will abide by all current NC Child Care Rules, including Section .3000 NC Pre-Kindergarten Services, the MECK Pre-K Program, the NC Pre-K Program Requirements and Guidance, and the NC Pre-K Program Fiscal and Contract Manual.

***Reminder: Approval as a MECK Pre-K site does not guarantee slots will be awarded. Slot allocations are determined based on a number of factors including (but not limited to): Mecklenburg County allocation for Pre-K services, the MECK Pre-K Standardized Site Selection Rubric, site observations, and if applicable, monitoring results for current MECK Pre-K sites.**

Site Administrator Signature _____

Date _____

Send two (2) completed applications and documentation to:

601 East 5th Street, Suite 200, Charlotte, NC 28202

★ ★ ★ COMPLETED APPLICATIONS ARE DUE BY 4:00 PM ON JANUARY 6, 2022 ★ ★ ★

FOR OFFICE USE ONLY (MECK Pre-K Office)

Date Application Received _____

MECK Pre-K Site Selection Sub-Committee Rubric Points Total _____

MECK Pre-K Decision: Approved for waiting list* Not Approved

Date applicant was notified of the MECK Pre-K decision in writing _____