



# MECK Pre-K Site Selection Process Decision Tree 2023-24

**Purpose:** The Decision Tree represents the process for determining new MECK Pre-K sites.

## Step 1: Site currently has a

- ★ (any number) star rated license
- 90% or higher licensing compliance history (no violations for child/staff ratio, supervision or child maltreatment)

**Step 2:** Site guarantees to adhere to MECK Pre-K Policies.

**Step 3:** Site specifies exactly how many slots are available for transportation and wrap-around care if application indicates care and transportation provided.

**Step 4:** Site guarantees to operate a MECK Pre-K classroom for 6.5 hours daily and provide teachers daily planning time of 1.5 hours for 10 months and follow CMS school calendar.

**Step 5:** Proposed classroom(s) licensed for a minimum of 20 children, closed room with a restroom and sink.

**Step 6:** Site guarantees consistent “Floater” role who is available for temporary support in MECK Pre-K classrooms throughout the day

**Step 7:** Site guarantees to have a qualified Site Administrator (holds a NC Principal License or Level III NC Early Childhood Administrator Credential) on-site for a minimum of 20 hours a week to monitor the MECK Pre-K program during the hours of operation.

**STOP**

**NO**

**YES**

Site Selection Sub-Committee conducts on-site “Announced and Unannounced” observations for all applicants

### Key Considerations in Site Selection

- Geographic need for child placement slots based on US Census and CMS data
- Site does not host another public Pre-K program (NC Pre-K, Head Start)
- Site scores high on environmental items on rubric—indoor and outdoor for all classrooms, lobby, any public spaces, etc.
- Site scores high on staff educational qualifications and training (administrators and current teachers)

**NOTE:** Status as an “approved” site **DOES NOT** guarantee placement of a MECK Pre-K classroom(s)

MECK Pre-K maintains a site priority list of approved sites marked

**“Consider for Future Expansion or Changes”**

MECK Pre-K Site Selection Sub Committee scores MECK Pre-K Rubric using the information from the site selection application and observation visits

Site Selection Sub-Committee submits written recommendations to MECK Pre-K Office

MECK Pre-K Committee of the Smart Start Board provides feedback on recommendations

MECK Pre-K Office, in collaboration with County leadership, makes all final decisions and notifies all site applicants of status (approved/denied)