

# MECK Pre-K Site Application



## Application Deadline

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

**December 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 2023 - 2024**

## **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 MECK Pre-K Policies and Procedures, MECK Pre-K Program Fiscal and Contracts, NC Child Care Rules and specifically Rule .3000 NC Pre-Kindergarten Services, 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 2023-2024 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 greatest number of children and families.

## **APPLICATION SUBMISSION REQUIREMENT**

**In order to proceed with the application submission requirement, sites must meet the following steps and guarantee to adhere to the daily operation of all MECK Pre-K Policies and Procedures:**

**Step 1:** Site currently holds any  **star** rated license with 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 **guarantees** transportation and wrap-around care for **ALL MECK Pre-K** students **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 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** at least one floater working

**Step 7:** Site **guarantees** to have a qualified Site Administrator on-site to monitor the MECK Pre-K program during the hours of operation who holds a principal license or Level III NC Early Childhood Administrator Credential

## **APPLICATION DEADLINE**

**Two** completed applications and documentation must be received (not postmarked) by **4:00 PM on December 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.

Please contact **Sharon Spigner**, MECK Pre-K Assurance and Compliance Manager at [sspigner@smartstartofmeck.org](mailto:sspigner@smartstartofmeck.org) if you have questions or need assistance in completing this application.

## MECK Pre-K Policies

**Applicants must guarantee that their site will adhere to the daily operation of all MECK Pre-K Policies and Procedures before submitting this application.**

### **Policy Area 1-MECK Pre-K Classroom Sites**

**P1-1.** All MECK Pre-K classrooms will be located in Mecklenburg County, in NC DCDEE licensed childcare facilities holding and maintaining a four- or five-star state issued rating.

**P1-2** Licensed facilities will only be approved as MECK Pre-K sites by participating fully in the MECK Pre-K Site Selection Process as detailed in MECK Pre-K Procedures.

- MECK Pre-K classrooms must be licensed for a minimum of 16 children (unless grandfathered prior to the 2022-2023 school year) and enrollment is not to exceed 18
- The number of MECK Pre-K classrooms placed at an approved site will be determined as detailed in MECK Pre-K Procedures

**P1-3** To remain a MECK Pre-K site from one academic year to the next a facility must:

- have no DCDEE administrative actions, substantiated child maltreatment complaints, or substantiated licensing complaints in the previous 18 months,
- have no substantiated violation of any MECK Pre-K Policies in the previous 18 months
- have participated in the Site Monitoring Process in the most current academic year as detailed in MECK Pre-K Procedures and met all requirements and recommendations of the outcome of the Site Monitoring process
- have sustained an enrollment that MECK Pre-K leadership considers substantial enough to warrant a continued MECK Pre-K presence at that site
- be located in a geographic area that continues to show a demographic need for MECK Pre-K services

If all of the above conditions are met, an existing MECK Pre-K site will be offered the option to continue as a site for the program. A re-application is not required unless the facility ceases to be a MECK Pre-K site for one or more academic years. A facility that has not been a MECK Pre-K site for one or more academic years must go through the MECK Pre-K Site Selection Process and is considered a new site.

**P1-4** Before exchanging a MECK Pre-K classroom for another space or completing renovations to the current MECK Pre-K space the Site administrator must notify the MECK Pre-K office to ensure the new space will still meet MECK Pre-K requirements

## Policy Area 2-MECK Pre-K Personnel

**P2-1** All site administrators, MECK Pre-K instructional staff, MECK Pre-K operational and support staff, and MECK Pre-K leadership will operate under the [NAEYC Code of Ethical Conduct and Statement of Commitment](#) (professional behavior is expected at all times and in all interactions with children, parents/guardians, other MECK Pre-K staff, other center staff, site administrators, and community partners).

**P2-2** The qualifications of the Site Administrator and instructional staff (including substitutes) must meet criteria established in MECK Pre-K Policy and NC Child Care Rules, including Rule .3000 NC Pre-Kindergarten Services prior to employment approval.

- Site Administrators must hold NC Director Credential Level III
- Lead Teachers must hold or be continually working toward Continuing Birth-Kindergarten (BK) (Standard Professional II) as detailed in MECK Pre-K Procedures
- Assistant Teachers must hold or be continually working toward an Associate Degree in Early Childhood Education, Child Development, or a related field as designated by NCDEE Child Care Rules.

Specifics are laid out in MECK Pre-K Procedures.

**P2-3** The Site Coordinator will ensure Lead and Assistant Teachers maintain or complete continuous work toward required credentials by following these guidelines:

### **A. Lead Teacher Educational Requirements/EES Unit:**

**MECK Pre-K has amended the lead teacher qualifications (item #1) due to teacher shortage.**

1. Ensure that lead teacher who are working toward the BK Continuing license field hold a minimum of an Associate's Degree in Early Childhood Education, Child Development or related field with a 2.7 GPA and be enrolled at an approved Educator Preparation Program (EPP) B-K Licensure program.
2. Maintain documentation on site of educational/licensure progress for all MECK Pre-K staff as outlined by NC Child Care Rule .3000.
3. Ensure **all** Lead Teachers (already holding BK Continuing license or pursuing it) are enrolled with DCDEE Early Educator Support (EES) Unit within **10 business days of hire date by completing the "EES Unit Enrollment Application."** Details in MECK Pre-K Procedures.
4. Ensure Lead Teachers who are working toward the BK Continuing license meet educational requirements (**a minimum of 6 semester hours with a grade of "C" or higher each academic year**) based on their official Plan of Study from their approved Educator Preparation Program (EPP), NC State Board of Education Licensure Policy and NC Child Care Rule .3000. Site administrators must submit

unofficial transcripts to the MECK Pre-K office at the end of each semester for Lead Teachers working to meet the educational requirements.

5. Ensure that Lead Teachers already holding the Continuing (BK Standard Professional II – SPII) license complete and document CEU hours each year. (Most MECK Pre-K PD hours are authorized to count as state approved CEUs). A minimum of 8.0 CEUs (80 contact hours) must be earned within each 5-year cycle of a Continuing license as mandated by NC State Board Policy. Lead Teachers must submit the Professional Development Log to the EES Unit in January and May of each fiscal year.
6. Ensure that they themselves (Site Administrators) and Lead Teachers who hold a BA/BS degree comply with Early Educator (EES) Office at UNCC requirements regarding professional development based on the NC State Board of Education Licensure Policy.
7. Submit the “EES Unit Change of Information Form” (when there is a change in the lead teacher who holds the BA/BS degree personal important or employment site location) and/or “EES Site Administrator Update Form” (when the Site Administrator of Record changes) within 2 days of the change.
8. Submit the “EES Separation Form” to the EES Unit within 2 days of the Lead Teacher resignation.

Early Educator Support (EES) Unit forms are located at <https://nchildcare.ncdhhs.gov/Home/DCDEE-Sections/Early-Educator-Support-EES/Additional-Resources>

## **B. Assistant Teacher Education Requirements:**

**MECK Pre-K has amended the assistant teacher qualifications (item #1) due to teacher shortage.**

1. Ensure that Assistant Teachers who are working toward the Associate’s (AA or AAS) degree in Early Childhood Education (ECE), Child Development, or related field hold a minimum of **9** hours in ECE with a 2.75 GPA or higher and currently be enrolled at Central Piedmont Community College or accredited college.
2. Ensure that the Assistant Teachers complete educational requirements (**a minimum of 6 semester hours each academic year with a grade of “C” or higher**) as required by NC Child Care Rule .3000. Site Administrators shall submit unofficial transcripts to the MECK Pre-K office at the end of each semester for Assistant Teachers working to meet the educational requirements.

**P2-4** The Site Administrator shall ensure that all MECK Pre-K Lead and Assistant Teachers participate in required MECK Pre-K professional development, including beginning of the year activities, scheduled teacher work days, and Professional Learning Communities (PLC) twice a

month as designated by the MECK Pre-K office. Additional professional development as designated by the Site Administrator should **only reflect center licensing requirements**.

**P2-5** The Site Administrator is required to attend **80%** of the MECK Pre-K Site Administrator meetings. They may assign a representative to attend the remaining 20% of the meetings. If the meeting is held online, attendance is tracked using the sign-in link only. Participants must complete the online sign-in to receive credit for attendance at the meeting. Participants must sign the attendance roster in face-to-face meetings.

### **Policy Area 3-MECK Pre-K Site Operations**

**P3-1** There shall be a contract for Purchase of Services between Smart Start of Mecklenburg County, the MECK Pre-K office and the MECK Pre-K site (childcare facility). Contracts will be offered on a yearly basis.

**P3-2** The site and all employees 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. If a child could benefit from additional MECK Pre-K support, complete the “Referral Form” as described in MECK Pre-K Procedures.

**P3-3** Parents/guardians or other authorized adults associated with MECK Pre-K children are expected to display ethical behavior while at the center. Any adult who displays profanity or inappropriate behaviors, communicates threats or creates a hostile environment will be at jeopardy of losing their child’s slot in the MECK Pre-K program. Decisions about the adult returning to the center and the child remaining enrolled will be made by a collaborative MECK Pre-K team (Site Administrator, MECK Pre-K staff: Assistant Director, Support Specialist, and Social Worker) and the adult involved will be notified accordingly.

**P3-4** The Site Administrator must monitor and carry out all MECK Pre-K Policies and Procedures and be on the premises for a **minimum of 20 hours a week** during MECK Pre-K program operating hours unless unusual and non-recurring circumstances occur where he/she will need to be off site. A designee, excluding MECK Pre-K Lead and Assistant Teachers, shall carry out all responsibilities of the Site Administrator during the other 20 hours of the 40-hour MECK Pre-K week.

**P3-5** MECK Pre-K classrooms operate 10 months (the designated academic year) for 6.5 hours of instruction with children per day, with an additional 1.5 hours for instructional staff focused work.

- MECK Pre-K classrooms (instructional staff and children) will follow the initial Charlotte-Mecklenburg School (CMS) school calendar as published at the beginning of the school year; inclement weather cancellations and delays will follow CMS directives.
- MECK Pre-K classrooms must consist of only assigned MECK Pre-K students during the 6.5-hour day.

- Transportation services provided to MECK Pre-K children by the site must be outside of the 6.5-hour day.
- Instructional staff are provided a minimum of 1 hour and 30 minutes exclusively for planning/preparation each day away from children but on premises at the site (refer to the “Planning Time Guidelines”)
  - Instructional staff may not serve as staff during wrap-around care or serve in any other capacity within the 8-hour MECK Pre-K day.
  - MECK Pre-K classrooms must be cleaned **daily** by a **Non-MECK** Pre-K staff member or cleaning crew (mop/vacuum floors and cleaning restrooms) if cleaning occurs within the 8 hour MECK Pre-K day.
  - MECK Pre-K instructional staff may be hired by the facility to provide other child care or cleaning services however, this must be done outside the 8 hours of employment with MECK Pre-K and proof of additional payment by the facility must be provided.

**P3-6** Every MECK Pre-K classroom must be fully staffed with a qualified Lead and Assistant teacher for the 8 hours of the MECK Pre-K day. Any changes or re-assignment of staff (permanent or temporary) due to enrollment numbers or other circumstances may only be made after consultation and agreement from MECK Pre-K leadership.

**P3-7** Teachers in MECK Pre-K classrooms may not be suspended without pay or terminated without consultation with MECK Pre-K leadership. MECK Pre-K must be contacted to discuss any potential disruption of MECK Pre-K teacher employment.

**P3-8** The MECK Pre-K office must be informed within **2 business days** of any changes in staff. Complete and submit [Change of Staff](#) form with **supporting documents for changes in the Lead or Assistant teacher positions**.

**P3-9** Children will be enrolled and placed on MECK Pre-K classroom rosters by the Registration and Intake Team as detailed in MECK Pre-K Procedures. Parents/guardians of each child enrolled in a MECK Pre-K designated facility must be contacted with a welcome message and site information by the Site Administrator or their designee **within 48 hours** after the child has been assigned to the facility.

**P3-10** After initial placement, the Site Administrator **may** transfer children between MECK Pre-K classrooms based on previous knowledge of the children enrolled or as situations develop where a redistribution of children will be most beneficial. Notify the MECK Pre-K Registration and Intake Team within 24 hours of making any transfer.

**P3-11** Children enrolled in the MECK Pre-K program receive free school and support services for the 6.5 hours of designated instructional time. Children may not be dropped or excluded from the MECK Pre-K program due to financial issues/concerns between the parent/guardian and the facility. If there are issues regarding before and after school services or providing transportation (i.e. owing money and/or past due balances owed directly to the site) the facility has the right to

refuse families those services until debts are paid. Contact the MECK Pre-K office with financial concerns relating to before and after school services or other issues that may interfere with a child's attendance at the site.

**P3-12** The Site Coordinator will ensure attendance by each child at the facility meets requirements by following these licensing and MECK Pre-K guidelines:

1. Confirm that each child enrolled has on file within **30** days of the first day of attendance a complete health assessment including a physical, updated immunizations, vision, hearing and dental screenings. The health assessment must have been completed **within 12 months** prior to the first day of attendance.
2. Confirm that each child has on file an up-to-date Brigance screening or one is completed by the teacher within **10** days of the child's first day of attendance.

**P3-13** Attendance must be completed daily in the Ascend Database System. The Site Administrator shall save and submit monthly attendance reports on the last business day of each month.

- If a child has 3 unexcused consecutive absences with no contact with the parent/guardian, submit the "Consecutive Absence Form" to [mpkfamilysupport@smartstartofmeck.org](mailto:mpkfamilysupport@smartstartofmeck.org).
  - If a child has 5 unexcused consecutive absences with no contact with the parent/guardian, the Site Administrator will notify the MECK Pre-K office and the child will be withdrawn by the MECK Pre-K office ONLY.
- Children must attend MECK Pre-K every day in their assigned classroom. Children who are tardy must be allowed to attend class when they arrive to school. If a child has 3 excessive tardy occurrences, submit the "Excessive Tardy Form" to [mpkfamilysupport@smartstartofmeck.org](mailto:mpkfamilysupport@smartstartofmeck.org).
- When children will be on vacation for more than 3 days, the family will complete the "Extended Leave" form. The Site Administrator will submit the form to [mpkfamilysupport@smartstartofmeck.org](mailto:mpkfamilysupport@smartstartofmeck.org). The child's spot will be held for 30 days.
- Attendance will be monitored bi-weekly by MECK Pre-K Registration and Intake Team and reminders issued as necessary.

**P3-14** Children may not be suspended, expelled nor excluded from the MECK Pre-K classroom. Challenging behaviors that pose an immediate threat to themselves, other children present, or the teachers may warrant a temporary removal from the classroom until MECK Pre-K Support Specialists can assist. Children must be referred through the MECK Pre-K office (complete the ABC Observation Chart and Referral Form). Adhere to all procedures outlined in .3017 Child Care Rule (children with unique needs and challenging behaviors) in accordance with MECK Pre-K Procedures. Decisions regarding placement and plans for referred children will be identified by the collaborative MECK Pre-K **team** (teacher, site administrator, parent/guardian, and MECK Pre-K staff: Assistant Director, Support Specialist, Success Coach and Social Worker).

**P3-15** Students may not be transferred to another site or withdrawn from the current site/program except by authorized MECK Pre-K staff. Inform the MECK Pre-K office within **2 business days** of any desired student changes (complete and submit "Intent to Withdraw" or "Intent to Transfer Form").



## **Policy Area 4-Compensation**

**P4-1** Sites will be reimbursed monthly per the following guidelines:

- A. If classroom enrollment remains 85% or higher with children placed by the MECK Pre-K team (for an 18 student capacity room at least 16 students must be enrolled, for a 17 student capacity at least 15 students must be enrolled, for a 16 student capacity at least 14 students must be enrolled) as measured on the last day of the month then the full room reimbursement will be paid.
- B. If classroom enrollment falls below 85% with children placed by the MECK Pre-K team, as measured on the last day of the month, reimbursement will be paid on a per child basis (i.e. an 18 capacity room with 15 children enrolled will be paid for 15 children)

**P4-2** The monthly reimbursement must be used to cover any operating expenses associated with the MECK Pre-K classroom(s), including MECK Pre-K staff compensation, materials/equipment and/or facility improvements needed to comply with facility licensing requirements.

**P4-3** The Site Administrator will purchase materials/supplies throughout the school year using operating funds supplied through reimbursements (file paid receipt/or invoice in your site monitoring tool binder). The following will be among the items purchased:

1. "Beginning of the School Supply List" by August 22<sup>nd</sup>  
Materials for each study; Lead and Assistant teachers may not come out of pocket to purchase items required for the site administrator to purchase.
2. Depleted consumables
3. Copy paper (used for printing materials and placed in centers for students to use for writing (no lined paper), journals and blank books
4. Missing or broken furniture/materials and torn books listed on the beginning and end of the year MECK Pre-K classroom inventory completed by teachers and Success Coaches. Order replacement items no later than October 1<sup>st</sup> of each school year.
5. Maintenance for center printer (additional stipend provided by MECK Pre-K)
6. Professional cleaning of all carpets/rugs August 16<sup>th</sup> and at the end of December (minimum).

**P4-4** MECK Pre-K instructional staff will be paid according to the following guidelines:

- A. Lead Teachers receive pay according to the Charlotte-Mecklenburg School Certified Salary Schedule (Annual State Base and Annual Local Supplement) - <https://www.cms.k12.nc.us/cmsdepartments/humanresources/Pages/Compensation.aspx>
- B. Assistant Teachers will be paid according to the Charlotte-Mecklenburg School Market Salary Structure at a minimum (Non-Exempt Salary Schedule – TA) based on a 40-hour week - [https://www.cms.k12.nc.us/cmsdepartments/humanresources/PublishingImages/Pages/Compensation/Non-Certified%20Staff\\_Market%20Structure\\_2021-22.pdf](https://www.cms.k12.nc.us/cmsdepartments/humanresources/PublishingImages/Pages/Compensation/Non-Certified%20Staff_Market%20Structure_2021-22.pdf)

- C. Lead and Assistant teachers shall receive retirement/savings at 3% of salary/wages to be reimbursed by MECK Pre-K on a monthly basis
- D. Lead and Assistant teachers shall be offered reimbursement for health and life insurance up to \$215 and \$10, respectively, on a monthly basis to be paid by MECK Pre-K
- E. Compensation covers only MECK Pre-K operating hours.
- F. Any bonus and additional payments of compensation designated by the County for MECK Pre-K staff must be paid in a timely manner according to instructions provided by MECK Pre-K office.
- G. The site must compensate teachers for required additional events outside of the MECK Pre-K program official calendar and operating hours.

**P4-5** All instructional staff (Lead Teacher and Assistant Teacher) must be compensated at least monthly for salary and benefits at the designated payroll schedule.

### **Policy Area 5-Curriculum and Assessment**

**P5-1** Instructional staff shall implement only Creative Curriculum Edition 6, Teaching Strategies GOLD and supplementary materials as provided by the Curriculum and Teacher Support Manager and Success Coaches. Other curricula and assessments shall not be used.

**P5-2** Only outside contracted services (speech, occupational therapy, behavior specialist, social worker) provided by MECK Pre-K shall be allowed in the MECK Pre-K classroom to work with MECK Pre-K children. Private services secured by MECK Pre-K families and students receiving Exceptional Children Services from CMS according to an official IEP are the only exceptions.

**P5-3** Instructional staff shall meet Teaching Strategies GOLD requirements at the designated timeframe for each “Trimester” and record authentic notes that reflect the educational progress of each child throughout the trimester. This tool must be used to plan instruction for all children and to conduct parent/teacher conferences to share children’s progress throughout the year.

- A. At the end of the school year, lead teachers must complete the TS GOLD “Transition Report”
- B. Weekly lesson plans must incorporate the following:
  - i. NC Foundations for Early Learning and Development standards (**Domains, Goals and Developmental Indicators**) for **All** routines listed on the daily schedule.
  - ii. Teaching Strategies GOLD Objectives for Development and Learning.

**P5-4** The Site Administrator or designee will monitor MECK Pre-K classrooms and meet with the teachers and MECK Pre-K Success Coach on a regular basis: (Check Teaching Strategies GOLD progress at least twice during each of the 3 trimesters).

- Site Administrators will review the TS GOLD, Fidelity Tool, Brigance and PAST data to ensure high levels of student outcomes. Confirm with MECK Pre-K Success Coach and teachers on data findings.

### **Policy Area 6-Family Engagement**

**P6-1** Site Administrators and teachers will ensure the planning and implementation of family engagement by meeting these requirements:

1. The site must maintain regular and consistent communication with families to invite family engagement and positive relationships
2. Teachers will maintain the “Parent Communication Log” documenting high need issues only (behavior issues, lapse in reading logs, developmental concerns, consecutive absences, Ready Rosie and MarcoPolo participation)
3. Teachers will hold an individual Meet-n-Greet with the child and family at the beginning of the academic year or within 10 business days when a new child is enrolled
4. The Lead Teacher will offer three parent/teacher conferences (one at the end of each trimester) to the parents/guardians of each child
5. The Center will offer one family education workshop-open to all MECK Pre-K parents during the academic year. (The MECK Pre-K office can assist in all aspects of offering this workshop.)
6. Teachers will invite parents in for Classroom Involvement—opportunities to volunteer in the classroom, help out with special activities
7. Teachers will monitor and encourage regular participation in Take Home Readers Program (Goal – 100 books) for every child
8. Teachers will monitor and encourage regular participation in Ready Rosie use
9. Teachers will monitor and encourage regular participation in MarcoPolo use
10. The facility will offer resources and support to families with limited English Proficiency

### **Policy Area 7-Compliance, Monitoring, and Evaluation**

**P7-1** The Site Administrator will ensure that instructional staff meet the annual set percentage goal on the Teaching Strategies Fidelity Tool as stipulated by the MECK Pre-K office.

**P7-2** The Site Administrator and MECK Pre-K teachers will participate fully in the yearly Site Monitoring Process as laid out in MECK Pre-K Procedures.

- The site will meet monitoring requirements as indicated by MECK Pre-K office and as stipulated in the contract, including fulfilling all items on Action Plans. Ensure the accuracy of all MECK Pre-K forms to “**Avoid Falsification**” of the following:
  1. Child attendance records
  2. Reimbursement requests and receipts

3. Site monitoring tool, including **All** policies and assurance statements:
  - i. Lead and Assistant Teachers granted planning time daily (1.5 hours) without children
  - ii. Cleaning completed by Non-MECK Pre-K staff
  - iii. Supplies purchased as needed for studies and replenishment of consumable
  - iv. Teacher Site days used as intended by MECK Pre-K directives
  - v. MECK Pre-K staff not providing wrap-around services during the 8-hour MECK Pre-K day
  - vi. Lead and Assistant Teachers attending PLC/trainings
4. Lead and assistant teachers shall not be terminated nor reprimanded for providing accurate information on all documents or for refusing to falsify any document.

**P7-3** Provide information requested by the MECK Pre-K office and participate in any audit or evaluation of the MECK Pre-K Program that is required by Smart Start of Mecklenburg and Mecklenburg County.

**Policy Area 8-Amendment to Policies**

**P8-1** These policies may be amended by Mecklenburg County and MECK Pre-K with the start of each contract/academic year.

**Actions Regarding Non-Adherence to stated MECK Pre-K Policies and Procedures:**

**Failure to fully adhere to any of the above policies or procedures supporting these polices (found under separate cover in the Policies and Procedures Manual) will result in the following steps:**

- 1<sup>st</sup> Step: MECK Pre-K leadership will conference with the site administrator. MECK Pre-K will provide additional support as needed.
- 2<sup>nd</sup> Step: A Written Action Plan will be constructed, signed by both parties, and monitored.
- 3<sup>rd</sup> Step: A Corrective Action Plan will be constructed, signed by both parties, and monitored.
- 4<sup>th</sup> Step: Non-Renewal of Contract

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

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**Site Administrator Signature**

**Date**

List name and contact information of the site administrator 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: \_\_\_\_\_

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

**SITE INFORMATION**

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):  Private For-Profit Child Care Center  Developmental Day Program  
 Private Non-Profit Child Care/Head Start  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  (NC Pre-K Sites are not eligible)

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. \_\_\_\_\_  
\_\_\_\_\_

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

New site, please complete the following. Classroom size must be licensed for a minimum of 20 children or higher. **Maximum number of children to be awarded is 18.**

Number of classroom(s) that are vacant during school hours: \_\_\_\_\_

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

Number of children in existing three-year-old classroom(s): \_\_\_\_\_

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

Earliest date MECK Pre-K Program can be begin at your site in the assigned MECK Pre-K classroom?  
Site had a written marketing strategy plan to bring new families to your site.  
 Yes  No  
If yes, submit the written marketing strategy plan.

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

**Policy Area 1 – MECK Pre-K Classroom**

MECK Pre-K sites must operate within facilities holding any star rated license from the NC Division of Child Development and Early Education. Please mark which license applies to this site.

- One-Star License     Four-Star License     Five-Star License     Temporary (attach explanation e.g. change of ownership, change in location, new).

List the classroom name and number of children the potential MECK Pre-K classroom is licensed for at the site.

1. Name of classroom and # of children licensed for this room \_\_\_\_\_
2. Name of classroom and # of children licensed for this room \_\_\_\_\_
3. Name of classroom and # of children licensed for this room \_\_\_\_\_
4. Name of classroom and # of children licensed for this room \_\_\_\_\_

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).

List the score and provide a copy of your last ECERS-R score(s) for all evaluated preschool classroom(s) at your site:

\_\_\_\_\_

**Policy Area 2 – MECK Pre-K Personnel**

**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

**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. \_\_\_\_\_

**Policy Area 2 – MECK Pre-K Personnel cont.,**

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 as stated in the MECK Pre-K Policy.

Yes  No

**Teachers employed at your site:**

List number of teachers employed at your site. \_\_\_\_\_

List the teacher education points awarded during the last licensing visit. \_\_\_\_\_

Submit documentation of teacher education points.

List number of teachers who hold a masters' degree \_\_\_\_\_. Indicate the area of the degree. \_\_\_\_\_

List number of teachers who hold a BA/BS degree \_\_\_\_\_. Indicate the area of the degree. \_\_\_\_\_

List number of teachers who hold an Associate's' degree \_\_\_\_\_. Indicate the area of the degree. \_\_\_\_\_

Have you had any teacher resignations at your site in the past 12 months?

Yes  No

If yes, indicate the number of teacher resignations in the past 12 months. \_\_\_\_\_

Site has a written retention strategy and implements that strategy to encourage high quality teachers to remain with at the site.

Yes  No

Do you have floaters who are not assigned to a specific classroom and available to support teachers throughout the day?

Yes  No

If yes, indicate the number of floaters and the purpose of their role. \_\_\_\_\_

Submit documentation of the hired floater(s).

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

What is your process for providing classroom coverage when there are 2 or more staff members absent? \_\_\_\_\_

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List number of teachers who hold a minimum of 9 or more credit hours in Early Childhood, Child Development or Birth-Kindergarten with a grade of "C" or higher \_\_\_\_\_

List number of teachers who hold a minimum of 3 -8 credit hours in Early Childhood, Child Development or Birth-Kindergarten with a grade of "C" or higher \_\_\_\_\_

List the number of teachers who hold a NC Educator License \_\_\_\_\_.

Indicate the type of license(s):  Emergency License;  Residency License;  Continuing License;

Other, \_\_\_\_\_;  N/A

List the number of teachers who are continuing their education at a two- or four-year college/university. \_\_\_\_\_

Do you provide incentives to support teachers in continuing their education?

Yes  No

If yes, indicate the incentive \_\_\_\_\_

**Professional Development:**

Have you offered professional development for your teachers that are not required by DCDEE in the past 12 months?

Yes  No

If yes, indicate the types of professional development offered in the past 12 months \_\_\_\_\_

How often do you offer professional development for your teachers? \_\_\_\_\_

Submit the agenda and/or handouts from the last two professional development opportunities offered at your site in the past 12 months.

MECK Pre-K teachers are required to complete professional development facilitated through our office. Can you guarantee that MECK Pre-K teachers will **only** participated in our required professional development unless required by NC Child Care Rule?

Yes  No

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.

Can you guarantee that teachers will be able to leave your site on time to attend the PLC meetings even when parents are late to pick up their children?

Yes  No

If yes, what is your plan to supervise children when parents are late so teachers can leave your site to be on time for the PLC meeting?

\_\_\_\_\_

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.**

**Policy Area 3 – MECK Pre-K Site Operations**

**Grants and Ethical Behavior**

Have you applied for any grants in the past 18 months to enhance your site (internal or external) or classrooms?  Yes  No

If yes, indicate how you used the funds to enhance your center. \_\_\_\_\_

Submit documentation of the enhancement.

Indicate systems you have in place to encourage ethical behavior from parents and teachers.

\_\_\_\_\_

What is your policy for dealing parents who display inappropriate behavior at your site? \_\_\_\_\_

What is your policy for dealing teachers who display inappropriate behavior, create a hostile environment or insubordinate?

\_\_\_\_\_

Submit a copy of your policy for ethical behavior for parents and teachers, if applicable.

**Support for Extended Care/Wrap-Around Care Services**

MECK Pre-K may partially 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.

Site accepts subsidy vouchers for wrap-around services.

Yes  No

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

Site will guarantee wrap-around services for **All** MECK Pre-K students.

Yes  No



Site will guarantee wrap-around services for **some** MECK Pre-K students.

Yes  No

If yes, indicated the number of slots that you will guarantee for wrap-around services. \_\_\_\_\_

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? \_\_\_\_\_

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 for MECK Pre-K student?

Yes  No

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

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

Will you guarantee that the MECK Pre-K classroom will be available for MECK Pre-K teachers to set up the classroom during the days wrap-around students are still at your site during the work days before CMS students can start school in August?

Yes  No

Will afterschool/wrap-around services be located in the MECK Pre-K classrooms?

Yes  No

If yes, what time will the children from CMS or other locations arrive? \_\_\_\_\_

What other space 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. \_\_\_\_\_

### 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.

MECK Pre-K may partially fund transportation services for MECK Pre-K students.

Is your site able to offer transportation services to MECK Pre-K Office students who need it?

Yes  No

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

Yes  No

If yes, indicate the number of MECK Pre-K students you will guarantee transportation. \_\_\_\_\_

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

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

Yes  No

### Planning Time for Teachers

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.

**Will you guarantee that this requirement will be met daily?**

Yes  No

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 away from all children.

**Will you guarantee that this requirement will be met daily?**

Yes  No

If not currently providing planning time for teachers, explain your plan to meet this criteria: \_\_\_\_\_

### Site Monitoring

How many hours does the current site administrator work on your premises? \_\_\_\_\_

What procedures does the site administrator have in place to monitor the overall effectiveness of the site? \_\_\_\_\_

Submit a copy of the employee manual and highlight the section that relates to monitoring the site.

What procedures does the site administrator have in place to monitor classrooms for all lead and assistant teachers (instruction)?

\_\_\_\_\_  
Submit a copy of the last two classroom observations (black out the name of the teachers).

What policies are in place for dealing with teachers who consistently late for work or frequently absent? \_\_\_\_\_

Submit a copy of the employee and highlight the section that relates to staff absences and tardy for work.

### 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

Submit a copy of the summary of the post conference (black out teacher names).

### Cleanliness:

Who is responsible for cleaning your center (internal and external)? \_\_\_\_\_

Who is responsible for the daily cleaning in the classrooms (restrooms and mop/vacuum)? \_\_\_\_\_

If you have a designated person or cleaning crew who cleans the center and classrooms daily, indicate their name and submit their contract/agreement. \_\_\_\_\_

How often do you get the carpet in classrooms professionally cleaned? \_\_\_\_\_  
Submit the last two receipts.

How often do you get the floors in classrooms and hallways professionally waxed? \_\_\_\_\_  
Submit the last two receipts.

### Screenings

All children enrolled in MECK Pre-K are assessed using the Brigance Developmental screening.

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? \_\_\_\_\_

Submit a copy of your process for gathering and implementing goals to meet the developmental needs of children.

How often does the site administrator meet with the teachers and families to review the child's goals set by the teacher? \_\_\_\_\_

Do you have outside contractors who support children with IEPs, special needs and/or challenging behaviors?

List the name of the agencies \_\_\_\_\_

Where in your site does the staff from outside agencies meet to work with individual children? \_\_\_\_\_

What is your process for working with children who have challenging behaviors? \_\_\_\_\_

Submit your policies, if applicable.

Do you have a written policy to prevent suspension/expulsion of children?

Yes  No

If yes, submit a copy of the suspension/expulsion policy.

Check the approved DCDEE 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

## Health Assessments

All children enrolled in MECK Pre-K must receive a health assessment (physical - which includes hearing & vision screening; immunization record and dental screening).

What is your process for maintaining all required child forms for NC Child Care Rules? \_\_\_\_\_  
Submit a copy of any documents used to monitor this process.

What are your procedures in meeting the NC Child Care Rule that relates to having a child health assessment on file 30 days from the child's start date? \_\_\_\_\_  
Submit a copy of your procedures.

Does your site provide free hearing screenings?  
 Yes  No

If yes, list the name of the agency/resource. \_\_\_\_\_

Does your site provide free dental screenings?  
 Yes  No

If yes, list the name of the agency/resource. \_\_\_\_\_

Does your site provide free vision screenings?  
 Yes  No

If yes, list the name of the agency/resource. \_\_\_\_\_

## Policy Area 4 – Compensation

### Supplies

Consumables are accessible for classrooms as needed.  
 Yes  No

**If yes, attach most current order 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/furniture/equipment 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 for broken materials/furniture/equipment from your Preschool classroom.**

What process do you have in place for teachers to make copies of materials needed for their classroom and to send home for families?  
\_\_\_\_\_

### Staff Compensation

What is the highest compensation rate for a teacher at your site? \_\_\_\_\_

What is the lowest compensation rate for a teacher at your site? \_\_\_\_\_

Do you provide bonuses to teachers that are not associated with the Stabilization Grant offered by DCDEE?

Yes  No

If yes, list the criteria for receiving the bonus. \_\_\_\_\_

Is your site financially stable to provide salaries to MECK Pre-K staff in August, which is before the first issued payment to your site in Mid-September?

Submit the employee manual and highlight the section for the salaries.

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 and CMS Supplement.

Can you guarantee that all lead teachers employed in MECK Pre-K classrooms will be paid following the NC CMS Public School Salary Schedule, receive health insurance, retirement at 3% and life insurance? Teachers with 3 years or experience or higher will receive teacher supplement.

Yes  No

Can you guarantee that all assistant teachers employed in MECK Pre-K classrooms will be paid following the NC CMS Public School Salary Schedules (minimum of \$16.50 per hours) and receive health insurance, retirement at 3% and life insurance?

Yes  No

List the types of benefits you currently offer all staff: \_\_\_\_\_

Submit a copy of the employee manual and highlight the section for benefits.

### Policy Area 5 – Curriculum and Assessment

#### Curriculum and Instructional Assessment

List the title of the curriculum implemented in the preschool room at your site. \_\_\_\_\_

Does 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

**Submit a copy (or copies) of the most recent completed lesson plans (30 days) with the submission of this application for three-four-year old classrooms.**

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 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

All MECK Pre-K classrooms must use Teaching Strategies (TS) GOLD as the formative assessment to gather information regarding each child's growth and skill development.

Are you willing to implement TS GOLD as the **ONLY** formative assessment in all of your MECK Pre-K classrooms?

Yes  No

Do you currently use a formative assessment at your site?

Yes  No

If yes, list the name of the formative assessment and submit a copy of the last assessment used at your site (black out the names of students). \_\_\_\_\_

Explain your procedures for monitoring formative assessments? \_\_\_\_\_

### Playground

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 that is safe (no sharp or broken areas)?

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

### 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.**

### Policy Area 6 – Family Engagement

#### Plans (if applicable)

1. Does your site have a written policy in place and implements that policy for giving new families interested in the site a tour of the facilities during operating hours?

Yes  No

2. 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.**

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. Do you provide a family handbook?

Yes  No

If yes, submit a copy of the family handbook.

### 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.

**Will you guarantee that this requirement will be met daily?**

Yes  No

MECK Pre-K Sites must follow Charlotte-Mecklenburg School calendar and inclement weather closing/back-up days.

**Will you guarantee that this requirement will be met daily?**

Yes  No

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 children who are tardy? \_\_\_\_\_

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 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. **Will you guarantee that this requirement will be met daily?**

Yes  No

If not currently meeting, explain plan to meet criteria \_\_\_\_\_

Site will provide free meals AND snacks for all MECK Pre-K Students.

**Will you guarantee that this requirement will be met daily?**

Yes  No

Site currently participates in the Child and Adult Care Food Program (CACFP)?

Yes  No

Does the site provide free meals for all teachers?

Yes  No

MECK Pre-K require that teachers eat during the scheduled 30-minute lunch time on the daily schedule.

**Will you guarantee that teachers are allowed to bring healthy meals from home to your site so they can eat with the children?**

Yes  No

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. \_\_\_\_\_

What other quality improvements have you put in place within the last 12 months? Submit proof of quality improvements.  
\_\_\_\_\_

What quality maintenance initiatives have you put in place within the last 12 months? Submit proof of maintenance improvements.  
\_\_\_\_\_

Do you have a dedicated (separate room) staff lodge?

Yes  No

If yes, please describe \_\_\_\_\_

Submit a photo of staff lodge.

### 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 (2 copies)
- Copy of Marketing Strategy Plan (if applicable)
- Copy of current Facility License
- Summary of violations (Administrative Action, Substantiated Child Maltreatment or licensing complaint (if applicable))
- Evidence of most recent ECERS-R Rating (ECERS-R Summary Report)
- Document of Administrator Level III credential
- Documentation of Teacher Education Points
- Copy of Teacher Retention Strategy (if applicable)
- Documentation of hired floater (if applicable)
- Documentation of the agenda and minutes of the last two staff meetings (if applicable)
- Policy of Ethical Behaviors for parents and teachers (if applicable)
- Employee Manual (highlight the areas specified throughout the application)
- Copy of the last two classroom observations -black out teacher name (if applicable)
- Sample of the Performance and/or evaluation tool used for teachers (if applicable)
- Summary of the post conference with teachers - black out teacher name (if applicable)
- Contract/Agreement of cleaning crew or designated person (if applicable)
- Last two paid receipts for carpet cleaning (if applicable)
- Last two paid receipts for waxing the floors (if applicable)
- Written process for gathering and implementing assessment goals (if applicable)
- Policy for working with children who have challenging behaviors (if applicable)
- Policy to prevent suspension/expulsion of children (if applicable)
- Documentation on monitoring DCDEE child forms
- Procedures to maintain child health assessments
- Last two paid receipts for ordering consumables
- Procedures for teachers to request and order consumables (if applicable)
- Procedures for teachers to request materials for items that are broken (if applicable)
- Procedures for teachers to use the copier at the site
- Lesson plan(s) completed within the **last 30 days** verifying use of *NC Foundations for Early Learning and Development*
- Procedures for monitoring formative assessments (if applicable)
- Photos of stationery playground equipment on the playground for Pre-K children
- Photos of outdoor centers on the playground for Pre-K children



- Photo of entry pad to access the entrance of the site (if applicable)
- Policy for families who request a tour of the site
- Limited English Proficiency Plan (if applicable)
- Family Engagement Plan (if applicable)
- Transition into Pre-K and into Kindergarten Plan (if applicable)
- Parent Handbook (if applicable)
- Proof of quality improvements
- Proof of maintenance improvements
- Photo of staff lodge

**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 MECK Pre-K Policies and Procedures outlined in this application, current NC Child Care Rules, including Section .3000 NC Pre-Kindergarten Services, and the MECK Pre-K Program Fiscal and Contract Manual.

I understand that there will be announced and unannounced site visits to my program.

**\*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.**

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

Date \_\_\_\_\_

Send two (2) completed applications and documentation to:

601 East 5<sup>th</sup> Street, Suite 200, Charlotte, NC 28202

★ ★ ★ COMPLETED APPLICATIONS ARE DUE BY 4:00 PM ON December 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 \_\_\_\_\_