



# 2023-2024 MECK Pre-K Site Selection Rubric

Site Name:	Facility License #	Site Status: <input type="checkbox"/> New Site <input type="checkbox"/> Existing Site <input type="checkbox"/> Previous MECK Pre-K Site	
# of Pre-K Classrooms Requested: (each classroom must be licensed for minimum 20 children)	# of Slots Requested: (must be 18 per requested classroom)	Contract Year: 2023-24	<b>MPK Office Use Only</b>  Total Points:

## 1. MECK Pre-K Classroom Site

	<i>Points Earned</i>
<b>Copy of license must accompany application</b>	
<input type="checkbox"/> Site holds a current star-rated license from NC DCDEE Number of Stars _____ Expiration Date: _____	
1 star or temporary—1 point    2 stars-2 points    3 stars—4 points    4 stars—6 points    5 stars—8 points	
<input type="checkbox"/> Check here if license is temporary Expected date for permanent license _____	
<input type="checkbox"/> Site has had <b>no Administrative Action</b> in the last 18 months –submit Administrative Action if applicable	<b>3 pts</b>
<input type="checkbox"/> Site has had <b>no substantiated Child Maltreatment Report</b> in the last 18 months—submit Child Maltreatment Report if applicable	<b>3 pts</b>
<input type="checkbox"/> Site has had <b>no substantiated Facility Licensing Complaint</b> Report in the last 18 months –submit complaint if applicable	<b>3 pts</b>
<input type="checkbox"/> Proposed MECK Pre-K classroom(s) licensed for 20 children-submit with license	<b>3 pts</b>
<input type="checkbox"/> Proposed MECK Pre-K classroom(s) scored a minimum of 5 on most recent ECERS evaluation-submit latest ECERS report	<b>3 pts</b>
<input type="checkbox"/> Site has a written marketing strategy and implements that strategy to help bring new families into the center-submit strategy	<b>3 pts</b>
<b>Subtotal:</b>	

Comments:



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2. Personnel		<i>Points Earned</i>
<input type="checkbox"/> Individual identified as MECK Pre-K Administrator meets <b>Level III</b> Administrator qualification <b>or</b> equivalent <b>or</b> holds Principal License. Submit copy of credentials	<b>5 pts</b>	
<input type="checkbox"/> Site agrees to have identified Level III Administrator (or equivalent, as noted above) on site 20 hours per week during MECK Pre-K operational hours	<b>5 pts</b>	
<input type="checkbox"/> Site agrees to employ staff (Teachers and Assistant Teachers) who meet the minimum level of education, credentials, and licensing qualifications as stated in MECK Pre-K policy	<b>5 pts</b>	
<input type="checkbox"/> Teacher education points awarded during last Star Rating visit-submit record of teacher education points awarded		
NA-0 points   0-3 awarded-2 points   4-6 awarded-4 points   7 awarded-5 points		
<input type="checkbox"/> Site has a written teacher retention strategy and implements that strategy to encourage high quality teachers to remain with the center-submit written strategy	<b>3 pts</b>	
<input type="checkbox"/> Site has consistent "Floater" role who is available for temporary support in classrooms throughout the day-submit documentation of role	<b>3 pts</b>	
<input type="checkbox"/> Site provides incentives to teachers to encourage them to continue their studies in Early Childhood Education	<b>3 pts</b>	
<input type="checkbox"/> Site agrees to monitor and work with MECK Pre-K teachers to ensure they attend all MECK Pre-K required professional development, including regularly scheduled Professional Learning Communities (PLCs)	<b>3 pts</b>	
<input type="checkbox"/> Site agrees the MECK Pre-K teachers will only participate in professional development provided by MECK Pre-K, unless the professional development provided by the site is required by NC Child Care Rules	<b>3 pts</b>	
	<b>Subtotal:</b>	

Comments:



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3. MECK Pre-K Site Operations		<i>Points Earned</i>
<b>Ethical and Professional Behavior</b>		
<input type="checkbox"/> Site has in place a system for encouraging ethical behavior from staff and parents of enrolled children-submit policy	<b>3 pts</b>	
<input type="checkbox"/> Site has in place a policy for dealing with parents who display inappropriate behavior at site-submit policy	<b>3 pts</b>	
<input type="checkbox"/> Site has in place a policy for dealing with teachers that display inappropriate behavior, create a hostile work environment, are insubordinate, etc.—submit policy	<b>3 pts</b>	
<b>Extended Care/Wrap Around Care Services</b>		
<input type="checkbox"/> Site <b>accepts</b> subsidy vouchers for extended/wrap around care	<b>5 pts</b>	
<input type="checkbox"/> Site <b>provides</b> extended care <b>before AND after</b> the MECK Pre-K day <b>AND</b> care on <b>teacher work days/holidays and/or summer</b>		
Can guarantee care at these times for <b>all</b> MECK Pre-K slots-5 points <b>OR</b> Can only offer _____ slots-3 points		
<input type="checkbox"/> Site <b>provides</b> extended care <b>before AND after</b> the MECK Pre-K day only		
Can guarantee care at these times for <b>all</b> MECK Pre-K slots – 4 points <b>OR</b> Can only offer _____ slots-2 points		
<input type="checkbox"/> Site <b>provides</b> extended care <b>before OR after</b> the MECK Pre-K day		
Can guarantee care at these times for <b>all</b> MECK Pre-K slots – 2 points <b>OR</b> Can only offer _____ slots-1 point		
<input type="checkbox"/> Site guarantees classroom(s) assigned to MECK Pre-K will be accessible to MECK Pre-K teachers during their regular working hours even while being used for wraparound care or teacher workdays	<b>3 pts</b>	
<input type="checkbox"/> Site guarantees classroom(s) assigned to MECK Pre-K and shared with wraparound care/care on teacher workdays will devote the majority of the wall space to MECK Pre-K and make arrangements for wraparound care/teacher workday care materials to be stored separately	<b>3 pts</b>	
<b>Transportation</b>		
<input type="checkbox"/> Site provides transportation services <b>to AND from</b> center on all days of operation		
Can guarantee this transportation for <b>all</b> MECK Pre-K slots-5 points <b>OR</b> Can only offer this transportation for _____ slots-3 points		
<input type="checkbox"/> Site provides transportation services <b>only to OR from</b> center		
Can guarantee this transportation for <b>all</b> MECK Pre-K slots-3 points <b>OR</b> Can only offer this transportation for _____ slots-2 points		
<input type="checkbox"/> Above noted transportation is provided to families at cost of _____		



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Use of Teacher Time		
<input type="checkbox"/> Site agrees to ensure a 6.5 hour instructional day is provided to MECK Pre-K children for the 10 months designated by MECK Pre-K	<b>5 pts</b>	
<input type="checkbox"/> Site agrees MECK Pre-K teachers will be given 1.5 hours of planning time daily and will work only on MECK Pre-K classroom related activities during that time (lesson plans, formative assessment notes, preparing materials, parent conferencing, etc.)	<b>5 pts</b>	
<input type="checkbox"/> Site agrees that MECK Pre-K teachers will not work more than the prescribed 40 hour week	<b>5 pts</b>	
Site Monitoring		
<input type="checkbox"/> Site has in place procedures for regular classroom observations and feedback—submit sample observations	<b>3 pts</b>	
<input type="checkbox"/> Site provides all employees an Employee Manual that is maintained and keeps staff up to date on all relevant center policies, procedures, and practices—including consequences for failure to follow policies, procedures, and practices-submit copy of manual	<b>5 pts</b>	
Staff Evaluations		
<input type="checkbox"/> Site administrator regularly (minimum twice yearly) uses a performance tool to monitor, evaluate, and provide feedback to all Lead Teachers –submit sample of tool	<b>5 pts</b>	
<input type="checkbox"/> Site administrator regularly (minimum twice yearly) uses a performance tool to monitor, evaluate, and provide feedback to all Assistant Teachers – submit sample of tool	<b>3 pts</b>	
Cleanliness		
<input type="checkbox"/> Site has strategy in place for regular cleaning of whole facility—submit documentation of contract or agreement	<b>5 pts</b>	
<input type="checkbox"/> Site agrees to appointing a designated person for cleaning MECK Pre-K classrooms, including bathrooms and floors, that is <b>NOT</b> a MECK Pre-K teacher	<b>5 pts</b>	
<input type="checkbox"/> Site provides proof that all classroom carpets are professionally cleaned at least twice a year—submit receipts	<b>3 pts</b>	
<input type="checkbox"/> Site provides proof that all classroom and hallway floors are professionally waxed at least twice a year—submit receipts	<b>3 pts</b>	
Screenings/Assessments/Referrals		
<input type="checkbox"/> Site has in place a process for administering developmental screenings-submit statement of process	<b>3 pts</b>	
<input type="checkbox"/> Site has in place a process for aligning screening results with planned outcomes for children-submit example	<b>3 pts</b>	
<input type="checkbox"/> Site has in place a process for meeting with teachers and parents to review children’s learning goals-submit procedures	<b>3 pts</b>	
<input type="checkbox"/> Site has a written policy to support children with identified disabilities and behavioral challenges. Policy is shared with families-submit policy	<b>5 pts</b>	
<input type="checkbox"/> Site has a written policy to prevent <i>suspension/expulsion</i> of children. Policy is shared with families-submit policy	<b>5 pts</b>	
Health Assessments		
<input type="checkbox"/> Site has an efficient process in place for gathering, filing, and maintaining all children’s health records and required forms in required time frames-submit related documents.	<b>3 pts</b>	
<input type="checkbox"/> Site agrees not to charge parents of MECK Pre-K children any fees for health assessments or related services without written approval from MECK Pre-K	<b>3 pts</b>	
	<i>Subtotal:</i>	

Comments:



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4. Compensation		
		<i>Points Earned</i>
<b>Supplies</b>		
<input type="checkbox"/> Site provides adequate consumables and they are accessible to staff—submit most current receipts for purchase of consumables	<b>3 pts</b>	
<input type="checkbox"/> Site has a system in place for teachers to request needed supplies-submit documentation of procedures	<b>3 pts</b>	
<input type="checkbox"/> Site has a system in place for teachers to request replacements for broken materials or equipment-submit documentation of procedures	<b>3 pts</b>	
<input type="checkbox"/> Site has a system in place for teachers to access a copier/printer for creating materials for the classroom and communication with parents-submit documentation of process	<b>3 pts</b>	
<b>Staff Compensation</b>		
<input type="checkbox"/> Site agrees to pay MECK Pre-K Lead Teachers according to the NC Public School Salary Schedule and CMS local supplement, provide health insurance, life insurance, and 3% of salary toward retirement	<b>3 pts</b>	
<input type="checkbox"/> Site agrees to pay MECK Pre-K Assistant Teachers according to the NC/CMS non-certified staff pay schedule, provide health insurance, life insurance, and 3% of salary toward retirement	<b>3 pts</b>	
		<i>Subtotal:</i>

**Comments:**



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5. Curriculum and Assessment		
		<i>Points Earned</i>
<b>Written Lesson Plans</b>		
<input type="checkbox"/> Classroom teachers prepare age appropriate daily lesson plans for 3 and 4 year old students based on a published curriculum-submit 30 days worth of lesson plans for 3 or 4 year olds	<b>5 pts</b>	
<input type="checkbox"/> Prepared lesson plans indicate attention to all areas of development and child appropriate practices-Give points for each area that is addressed		
Physical -2 points      Language-2 points      Cognitive-2 points      Social/Emotional-2 point      Child choice of activity-2 points	<b>10 pts possible</b>	
<input type="checkbox"/> Prepared lesson plans include correct alignment to <i>the NC Foundations for Early Learning and Development</i>	<b>5 pts</b>	
<input type="checkbox"/> Prepared lesson plans include a variety of materials and equipment to capture children’s interest	<b>3 pts</b>	
<input type="checkbox"/> Length of each activity on each prepared lesson plan is developmentally appropriate for 3 or 4 year old children	<b>3 pts</b>	
<b>Curriculum and Assessment</b>		
<input type="checkbox"/> Site demonstrates familiarity with using formal curricula and standardized assessment tools (screening and formative)	<b>3 pts</b>	
<input type="checkbox"/> Site agrees that <b>only</b> MECK Pre-K prescribed and approved curricula and assigned related materials will be used in MECK Pre-K classrooms	<b>3 pts</b>	
<input type="checkbox"/> Site agrees that <b>only</b> MECK Pre-K prescribed and approved assessment tools and related materials will be used in MECK Pre-K classrooms	<b>3 pts</b>	
<input type="checkbox"/> Site agrees to monitor implementation of assessment tools and meet with teachers, Success Coaches, and MECK Pre-K Leadership, regarding results	<b>5 pts</b>	
<input type="checkbox"/> Site agrees that <b>only</b> MECK Pre-K prescribed and approved screening tools and related materials will be used in MECK Pre-K classrooms	<b>3 pts</b>	
	<i>Subtotal:</i>	

**Comments:**



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6. Family Engagement		
		<i>Points Earned</i>
<input type="checkbox"/> Site has a written policy in place and implements that policy for giving new MECK Pre-K families interested in the site (before or after being placed) a tour of the facilities during operating hours. Policy includes statement families will <b>wait no more than 1 week</b> for a tour from date of request submit copy of policy.	<b>5 pts</b>	
<input type="checkbox"/> Site has a written policy in place for communicating with children and families with <b>limited English proficiency</b> -submit copy of policy	<b>3 pts</b>	
<input type="checkbox"/> Site-provides recommended family engagement activities per school year (parent/teacher conferences, workshops, volunteer opportunities)		
Site provides <b>4 or more</b> recommended family engagement activities per school year-5 points		
Site provides <b>3 or fewer</b> recommended family engagement activities per school -3 points Submit copy of written plan for engagement activities		
<input type="checkbox"/> Classroom staff <b>conduct approved, ongoing formative assessments</b> to gather data to inform instruction and share with families-submit form used for parent conferences	<b>5 pts</b>	
<input type="checkbox"/> Site has written plan for helping families transition into pre-K, out of pre-k, and into kindergarten-submit copy of plan	<b>3 pts</b>	
<input type="checkbox"/> Site provides all families a Family Handbook that is maintained and keeps families up to date on all relevant center policies, procedures, and practices-submit copy of current handbook.	<b>3 pts</b>	
	<i>Subtotal:</i>	

**Comments:**



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7. Additional Program Information		
		<i>Points Earned</i>
<input type="checkbox"/> Site agrees to follow the CMS calendar published and disseminated by MECK Pre-K at the beginning of the school year—including closures of MECK Pre-K classrooms for holidays, teacher workdays, and inclement weather	<b>3 pts</b>	
<input type="checkbox"/> Site agrees to operate the MECK Pre-K program within the stipulated hours	<b>3 pts</b>	
<input type="checkbox"/> Site agrees MECK Pre-K classrooms will be capped at 18 students and a 1:9 ratio will be maintained	<b>5 pts</b>	
<b>Nutrition</b>		
<input type="checkbox"/> Site provides <b>free meals AND snack</b> for <b>all</b> MECK Pre-K children	<b>3 pts</b>	
<input type="checkbox"/> Site participates in Child and Adult Care Food Program (CACFP)	<b>3 pts</b>	
<input type="checkbox"/> Site agrees that teachers are allowed to pack healthy, home-prepared lunches and are required to eat with the children.	<b>3 pts</b>	
	<i>Subtotal:</i>	

**Comments:**





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8. Site Visit			
<input type="checkbox"/> Center Security	Camera-3 points	Entry Code-3 points	Front Desk Consistently Manned-3 points
<b>Indoor Environment</b>			
<input type="checkbox"/> Site environment has appropriate lighting in all areas—lobby, hallways, classrooms, restrooms, other common areas			<b>3 pts</b>
<input type="checkbox"/> Site is clutter free in all areas- lobby, hallways, classrooms, restrooms, other common areas			<b>3 pts</b>
<input type="checkbox"/> Site has clean floors and carpets in all areas- lobby, hallways, classrooms, restrooms, other common areas			<b>3 pts</b>
<input type="checkbox"/> Site is free of unpleasant odors (restrooms, kitchen, storage areas, classrooms)			<b>3 pts</b>
<input type="checkbox"/> Classrooms are staffed with appropriate number of teachers to meet age/ratio requirements			<b>3 pts</b>
<input type="checkbox"/> Site selection committee can identify at least two teachers that have worked at facility for 2+ years			<b>3 pts</b>
<input type="checkbox"/> Site selection committee observes positive interactions between individuals: child to child, teacher to child, teacher to teacher, teacher to administrator (teacher to parent if possible)			<b>5 pts</b>
<input type="checkbox"/> Classrooms are well stocked with materials, toys, and equipment appropriate for the age of the children served			<b>3 pts</b>
<input type="checkbox"/> Daily lesson plans are posted and match the criteria and format of those submitted with the application			<b>3 pts</b>
<input type="checkbox"/> Appropriate technology is provided for staff and children in the site and classrooms			<b>3 pts</b>
<input type="checkbox"/> Wi-fi is available in classrooms and is stable and reliable			<b>3 pts</b>
<input type="checkbox"/> Access to proposed MECK Pre-K classroom(s) does not interfere with another classroom/office/kitchen/entrance into the building (easily accessible)			<b>3 pts</b>
<input type="checkbox"/> Proposed MECK Pre-K classroom(s) has toilet and sink facilities in room (children do not have to leave room or require supervision to use)			<b>3 pts</b>
<input type="checkbox"/> Restroom toilets and sinks are appropriately sized for pre-school children			<b>3 pts</b>
<input type="checkbox"/> Site has made quality improvements in the last 12 months			<b>3 pts</b>
<input type="checkbox"/> Site has made maintenance improvements in the last 12 months			<b>3 pts</b>
<b>Outdoor Environment</b>			
<input type="checkbox"/> Site has a dedicated age appropriate playground space for Pre-K children			<b>3 pts</b>
<input type="checkbox"/> Stationary equipment that can accommodate multiple children and is safe and in good working order			<b>3 pts</b>
<input type="checkbox"/> Distinct, well stocked and appropriate outdoor centers available			
Two or fewer centers-1 point	Three or four centers-3 points	Five or more centers-5 points	
<input type="checkbox"/> Variety of outdoor toys and materials available-enough for a group of up to 18 children			<b>3 pts</b>
<input type="checkbox"/> Playground for pre-school aged children is fully fenced and all gates close securely			<b>3 pts</b>
			<b>Subtotal:</b>

**Site Administrator** (Print Name) \_\_\_\_\_ hereby assures that the classroom(s) presented during this site visit will be the room(s) used for MECK Pre-K if the site is awarded classrooms.

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

\_\_\_\_\_  
Date



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Calculated Score					
	Maximum Points Possible	<i>Points Earned</i>		<i>Percentage of Maximum Points Earned</i>	
<b>1. MECK Pre-K Classroom Site</b>	<b>26</b>				
<b>2. Personnel</b>	<b>35</b>				
<b>3. Daily Classroom/Center Qualifications</b>	<b>102</b>				
<b>4. Compensation</b>	<b>18</b>				
<b>5. Curriculum and Assessment</b>	<b>43</b>				
<b>6. Family Engagement</b>	<b>24</b>				
<b>7. Additional Program Information</b>	<b>20</b>				
<b>8. Site Visit</b>	<b>76</b>				
<b>TOTAL POINTS POSSIBLE:</b>	<b>344</b>	<b>TOTAL POINTS EARNED:</b>		<b>PERCENTAGE OF POSSIBLE OVERALL POINTS EARNED:</b>	

Comments:

Rubric Completed by: \_\_\_\_\_ (Print)

Date: \_\_\_\_\_