MECK Pre-K Site Application



Application Deadline

Completed applications must be submitted to the

MECK Pre-K Office no later than:

**January 5, 2024**

**Submit 2 copies of Original Application with Supporting Documents**

No faxed or emailed copies will be accepted.

**MECK Pre-Kindergarten (MECK Pre-K)**

**Application Packet**

**Program Year 2024 - 2025**

**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 2024-2025 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 g**uarantees** to adhere to **ALL** 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 January 5, 2024. 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

P 1.1 All MECK Pre-K classrooms will be located in Mecklenburg County, in NC DCDEE licensed childcare facilities in good standing.

P 1.2 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 Site Selection materials.

1. MECK Pre-K classrooms must be licensed for a minimum of 20 children (unless grandfathered prior to the 2022-2023 school year) and enrollment is not to exceed 18
2. The number of MECK Pre-K classrooms placed at an approved site will be determined by MECK Pre-K Leadership Team based on student applications and documented needs data
3. MECK Pre-K classrooms will not be housed in a site with NC Pre-K or other public pre-k classrooms

P 1.3 To remain a MECK Pre-K site from one academic year to the next a facility must:

1. Have no DCDEE administrative actions on the following:
   1. substantiated licensing complaints in the previous 18 months
   2. substantiated child maltreatment complaints
   3. supervision and/or ratio
   4. abuse of children

Note: Site Administrator must notify the MECK Pre-K Quality Assurance and Compliance Manager

within 24 hours of occurrences for item A: 2, 3 and 4.

1. Have no unresolved substantiated violations of MECK Pre-K Policies in the previous 18 months
2. Have participated in the Site Monitoring Process in the most current academic year and met all requirements and recommendations of the outcome of the Site Monitoring Process
3. Have sustained an enrollment that MECK Pre-K leadership considers substantial enough to warrant a continued MECK Pre-K presence at that site
4. 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.

P 1.4 Before exchanging a MECK Pre-K approved classroom for another space or completing renovations to the current MECK Pre-K space, the Site Administrator must notify the MECK Pre-K Quality Assurance and Compliance Manager who will inspect the site to ensure the new space will still meet MECK Pre-K requirements

P 1.5 Classrooms will remain open for all MECK Pre-K Students every day, all day per the published CMS/MECK Pre-K calendar. Contact MECK Pre-K Quality Assurance and Compliance Manager to get approval to close a MECK Pre-K classroom for any reason or any amount of time. When a classroom is closed during scheduled in-school time teachers must provide online instruction and notify all families of its availability. Sites that close a classroom without prior approval will not be paid for the days the classroom is closed.

Policy Area 2-MECK Pre-K Personnel

P 2.1 All Site Administrators, MECK Pre-K instructional staff, MECK Pre-K operational and support staff, and MECK Pre-K leadership will operate under the Code of Ethics for North Carolina Educators with the amendment of [NAEYC Code of Ethical Conduct and Statement of Commitment](https://www.naeyc.org/resources/position-statements/ethical-conduct). 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. File the signed copy in your teacher files.

P 2.2 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 Administrator Educational Requirements

* Site Administrators must hold the NC Early Childhood Administration Credential Level III

Lead Teacher Educational Requirements

1. Lead Teachers must hold ONE of the following credentials and agree to the provisions stated to continue employment:

* An NC Continuing or Initial B-K license.

OR

* An NC Continuing license in Early Childhood Education (ECE) or related field and be eligible for the Provisional BK license. Teacher must complete 6 semester hours of licensure specific coursework with a grade of "C" or higher annually until Initial BK licensure is achieved.

OR

* A BA/BS degree in Birth-Kindergarten, Early Childhood, Child Development or related early childhood field and be working towards the BK licensure at the "Licensure Only" EPP program: UNC-Charlotte. Teacher must complete 6 semester hours of licensure specific coursework with a grade of "C" or higher annually until Initial BK licensure is achieved.

OR

* A minimum of an Associate Degree in Early Childhood Education, Child Development or related field with a 2.7 GPA and be enrolled at an approved NC Educator Preparation Program (EPP) working toward a Bachelor’s Degree/B-K Licensure. Teacher must complete 6 semester hours of degree and licensure specific coursework with a grade of "C" or higher annually until Initial BK licensure is achieved.

1. Site Administrator must hire Lead Teachers that are fluent (reading/writing/speaking/listening) in English and Spanish (or the advertised language) for sites that hire bilingual teachers.

Assistant Teacher Education Requirements:

* Assistant Teachers must meet one of the following conditions and agree to the provisions stated to continue employment:
* Hold an Associate degree in Early Childhood Education (ECE)

OR

* Be enrolled in an Associate degree program in Early Childhood Education (ECE) at an accredited college/university. Assistant Teacher must complete 6 semester hours of degree related coursework with a grade of "C" or higher annually until the Associate degree is achieved.

OR

* Hold an Associate or BA/BS degree in an unrelated field and commit to earn the CDA (Child Development Associate) within the first year of employment. After completing the CDA the Assistant Teacher must enroll in an Associate Degree program in Early Childhood Education (ECE) at an accredited college/university and complete 6 semester hours of degree related coursework with a grade of "C" or higher annually until the Associate degree is achieved.

OR

* Hold a High school diploma and commit to earn the CDA (Child Development Associate) within the first year of employment. After completing the CDA the Assistant Teacher must enroll in an Associate Degree program in Early Childhood Education (ECE) at an accredited college/university and complete 6 semester hours of degree related coursework with a grade of "C" or higher annually until the Associate degree is achieved.

Documenting Lead and Assistant Teacher Continuing Education Requirements

* Site Administrator will maintain documentation on site of educational/licensure progress for all MECK Pre-K staff as outlined by NC Child Care Rule .3000.

1. Ensure that they themselves (Site Administrators) and Lead Teachers who hold a BA/BS degree with licensure comply with requirements regarding professional development based on the NC State Board of Education Licensure Policy.
2. Work with Success Coaches/Mentors to 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 MECK Pre-K office in January and May of each fiscal year.
3. Work with Success Coaches/Mentors to ensure Lead Teachers who are working toward the BK Continuing license complete 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.
4. Work with Success Coaches/Mentors to ensure that the Assistant Teachers working toward an Associate degree complete 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.

P 2.3 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 workdays, 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

Site Administrators shall:

1. Ensure that all teachers leave the childcare facility in a timely manner to attend the PLC on time.
2. Arrange for students in the MECK Pre-K classroom to be supervised by other staff at the end of the MECK Pre-K 6.5 hour day so teachers can leave the building to attend all off campus meetings.
3. Ensure that teachers remain at the site without students for training that is held online.

P 2.4 All teachers must be in good standing with the MECK Pre-K program and meet all requirements in order to be re-hired for the upcoming school year. In order to determine a teacher’s eligibility for rehire:

1. Confer with Site Administrator Coach and Success Coach to ensure that the individual developmental and learning goals for each child are being met throughout the year per the assessment goals stated by MECK Pre-K.
2. Work with the Site Administrator Coach and Success Coach to ensure all tasks (assessments, data entry, progress reports, changing out of materials) are completed at the designated time frame as outlined by MECK Pre-K
3. Work cooperatively with the Success Coach and consistently implement strategies to enhance the teacher’s professional outcomes.
4. Conduct conferences (include the Success Coach and Site Administrator Coach) and provide support for teachers who are not meeting MECK Pre-K policies on a regular basis. Document conferences held and supports provided.

After the administrator has made a minimum of 3 attempts to provide support to an underperforming teacher and no improvements have been made, the Site Administrator must put the teacher on a written action plan with guidance from MECK Pre-K office as needed.

P 2.5 Site Administrators are required to attend the MECK Pre-K Site Administrator monthly meetings.

1. Site Administrator must attend at least 80% of the meetings
2. Required meetings for all Admin Level III administrators:
   1. Welcome meeting in August
   2. Site Monitoring training
   3. Other identified training by MECK Pre-K
3. If a Site Administrator cannot attend, a representative may attend in their place for no more than 20% of the meetings
4. Site Administrators and/or representative must complete the sign in sheet to document attendance
5. All attendees must be engaged and present for the entire meeting
6. Review and follow-up on information/tasks outlined in the email, handouts, and Power Point that are emailed to you immediately following the monthly site administrator’s meeting.

P 2.6 Substitutes for site administrators and teachers

1. Site Administrators who resign or are terminated may be replaced with an administrator who holds an NC Director Early Childhood Administration Credential Level I or II for up to 12 weeks. A Site Administrator who holds the NC Director Early Childhood Administration Credential Level III must be hired within 12 weeks.
2. Lead and assistant teachers who resign or are terminated must be replaced with a qualified substitute:
   * + 1. Short Term Vacancies

When a teacher position in a MECK Pre-K classroom will be empty for 15 or fewer attendance days, substitute staff shall:

* + 1. Hold a high school diploma
    2. Work 8 hours daily in the MECK Pre-K classroom fulfilling the duties of the Lead Teacher or Assistant Teacher for whom they are substituting

The Site Administrator will maintain a “Substitute Log”

1. Long Term Vacancies

When a teacher position in a MECK Pre-K classroom will be empty for 16 or more attendance days, substitute staff shall:

1. Hold a high school diploma or a GED and have completed one course in early childhood education or child development, such as the North Carolina Early Childhood Credential (EDU 119) or hold and/or be enrolled in the Child Development Associate (CDA).
2. Work in MECK Pre-K for 40 hours a week for no more than 12 calendar weeks

until a permanent lead or assistant teacher is hired or returned from maternity or sick leave.

1. The Site Administrator will:
2. Submit the Change of Staff form and required documents within 3 days of employing A long-term substitute
3. Request long-term substitute extension no later than the 10th week of the original 12-week period if a permanent replacement has not been found or the original teacher is not returning. Complete the Long-Term Extension Substitute Request form and submit it to the Quality Assurance and Compliance Manager.

P 2.7 Scheduling Classes

1. Courses must not interfere with the work day schedule for lead and assistant teachers.
2. Student teaching must be completed at the teacher’s assigned MECK Pre-K site.

Policy Area 3-MECK Pre-K Site Operations

P 3.1 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.

P 3.2 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. This includes mandated reporting directly to the appropriate state agency.

P 3.3 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 may be banned from the child development premises and/or all MECK Pre-K related activities. Decisions about the adult returning to the center will be made by a collaborative MECK Pre-K team (Site Administrator, MECK Pre-K staff: Assistant Director, Child Development and Family Support Manager, Child Developmental Consultant, and/or Social Worker). Once a decision has been made by the team a joint letter will be composed and the adult involved will be notified accordingly.

P 3.4 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. The Site Administrator (or designee when Site Administrator is away from the facility) will be available to meet with the MECK Site Administrator Coach when a meeting has been scheduled in advance.

P 3.5 The Site Administrator (or designee when Site Administrator is away from the facility) is responsible for completing the daily, weekly, and monthly tasks associated with the functioning of MECK Pre-K:

1. Open and act on all email/phone/other written communications sent from MECK Pre-K central office within 24 business hours.
2. Ensure that the “Site Administrator Task Check-Off” sheet is completed and accurate by the designated time frame. Note: Tasks on the check off sheet align with several indicators on the site monitoring tool. File check off sheet with the site monitoring tool documentation.   
   1. Ensure that the Site Administrator Task Check-Off” items are “Verified” on the site monitoring tool indicators

P 3.6 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.

1. 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.
2. MECK Pre-K classrooms must consist of only assigned MECK Pre-K students during the 6.5-hour day.
3. Transportation services provided to MECK Pre-K children by the site must be outside of the 6.5-hour day.
4. 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”)
   1. Instructional staff may not serve as staff in wrap-around care or serve in any other capacity within the 8-hour MECK Pre-K day.
   2. MECK Pre-K classrooms must be cleaned daily by a Non-MECK Pre-K staff member or cleaning crew if cleaning occurs within the 8 hour MECK Pre-K day. Daily cleaning should include vacuum/mop floors, clean restrooms, and removal of trash.
5. Instructional staff must ensure that the classroom is organized. Lead and assistant teachers must maintain the following tasks during the hours students are in the classroom:
6. Wipe up all spills
7. Clean up food/sand/art material/other items on the table/floor throughout the day
8. Ensure that toys and tables are sanitized and clean
9. Remove clutter
10. Ensure that all centers are well defined and organized
11. Ensure that student art work is organized neatly and well-spaced throughout the classroom

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.

P 3.7 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 reassignment 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.

P 3.8 Meals

1. Teachers must be allowed to eat with the students during mealtime.
2. Teachers must sit with the children and model appropriate eating and conversational behaviors.
3. Teachers must be allowed to bring a nutritiously appropriate lunch from home or eat the school lunch with the students.

P 3.9 Teachers in MECK Pre-K classrooms may not be suspended without pay or terminated without consultation with MECK Pre-K leadership to discuss any potential disruption of MECK Pre-K teacher employment. In the case of egregious behaviors that violate licensing regulations or the Code of Ethics, teachers may be immediately removed from the classroom and a substitute placed until a final determination can be made regarding the teacher’s continued employment.

P 3.10 The MECK Pre-K office must be informed within 2 business days of any changes in staff. Complete and submit [Change of Staff](https://drive.google.com/file/d/1jkBWijKtLimUQOc_-1edekeumLSnePO7/view) form with supporting documents for changes in the Lead or Assistant teacher positions.

P 3.11 Students will be enrolled and placed on the MECK Pre-K classroom rosters by the Registration and Intake Team as detailed in MECK Pre-K How to guides.

1. MECK Pre-K Administrator (or designee) or the MECK Pre-K Lead and Assistant Teachers MUST contact the family within 48 hours after the child has been assigned to the facility to:
   1. Welcome the family to your MECK Pre-K program.
   2. Inform the family of additional information they must complete before their student’s first day of school at your program.
   3. Schedule a “MEET and GREET”, and staggered entry date.
   4. Determine the student’s “Official Start Date.”
2. A student must physically attend school within five (5) days of placement from the MECK Pre-K office. When a student fails to attend school within five (5) days of the initial placement date, the program must consider that slot vacant. Vacant slots will NOT count toward the program enrollment numbers. Vacant slots may affect your reimbursement rates.
3. Contact with the family must be documented on provided MECK Pre-K “Family Welcome Log” and filed in Site Monitoring Binder

P 3.12 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.

P 3.13 Children enrolled in the MECK Pre-K program receive free educational 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.

P 3.14 The Site Administrator 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.

P 3.15 MECK Pre-K Administrator (or designee) and MECK Pre-K Lead and Assistant Teachers shall promote and keep accurate attendance

1. Students must attend MECK Pre-K every day in their assigned classroom according to the MECK Pre-K roster located in the Ascend database.
2. Accurate attendance must be taken daily in the Ascend Database, including field trip days and instructional days approved by MECK Pre-K Leadership for remote learning. For instruction on taking attendance, please refer to MECK Pre-K's “How to Record Classroom Attendance” guide.
3. Student Tardy. Students who are tardy must be allowed to attend class when they arrive at school. If a student has three (3) consecutive tardy occurrences, the Site Administrator (or designee) shall submit the Excessive Tardy form to [info@meckprek.org](mailto:info@meckprek.org) within 24 hours of the occurrence.
4. Student Absence and withdrawals. When a student is absent, the Site Administrator (or designee) shall make appropriate efforts to reengage the family to resume attendance.
   1. When a family indicates their wishes to withdraw from MECK Pre-K, The MECK Pre-K Site Administrator (or designee) must inform the MECK Pre-K office within one (1) business day by completing and submitting the Intent to Withdraw form to info@meckprek.org.
   2. If a student has two (2) unexcused consecutive absences with no contact with the parent/guardian, the Site Administrator (or designee) must complete and submit the Consecutive Absence Form to [info@meckprek.org](mailto:info@meckprek.org) within 24 hours of the third (3rd) unexcused consecutive absence.
   3. If a student has ten (10) unexcused consecutive absences with no contact with the parent/guardian, the Site Administrator (or designee) must complete and submit the Intent to withdraw form to [info@meckprek.org](mailto:info@meckprek.org) within 24 hours of the tenth (10th) unexcused consecutive absences. Students will be withdrawn by the MECK Pre-K office ONLY.
5. Student Extended Leave. When a student must be absent for three (3) or more days due to extended emergencies or travel requirements with an expected return date, the program Administrator (or designee) shall offer the family an extended leave according to the MECK Pre-K “How to Record Classroom Attendance” guide.
   1. The Site Administrator (or designee) will submit the Extended Leave form in advance of the leave to info@meckprek.org for approval.
   2. Attendance must reflect Extended Leave in attendance notes, according to the MECK Pre-K How to record classroom attendance guide.
   3. The extended leave will reserve the students slot for up to 30 days upon approval.
6. Attendance will be monitored regularly.
   1. During monitoring, if attendance is missed or if attendance is not complete according to the How to record classroom attendance guide, the program Administrator (or designee) will receive ONE reminder notification email.
   2. Programs that fail to make necessary corrections to attendance within 48 hours of notification will be in violation of MECK Pre-K policies.

P 3.16 Referrals for Support with Classroom Behaviors

1. If a child could benefit from additional MECK Pre-K support (developmentally, emotionally, behaviorally) Site Administrators and teachers must get parental and/or guardian consent before submitting a referral to the Child Development and Family Support Unit.
2. Teachers must complete the provided “Referral Form” as directed by MECK Pre-K staff (Child Development Consultant, Success Coach, Site Administrator Coach). Behavioral referrals must include an ABC Observation Chart.
3. The teacher, Site Administrator, and Success Coach must all review and sign off on the Referral Form before it can be submitted and processed.
4. Decisions regarding placement and plans for referred children will be made by the collaborative MECK Pre-K team (teacher, Site Administrator, parent/guardian, and MECK Pre-K staff: Child Development Consultant, Success Coach, Social Worker and/or identified members of the MECK Pre-K Leadership Team).

P 3.17 Suspension is an action by the school administration, under rules passed by the MECK Pre-K Leadership Team, as supported by Mecklenburg County, prohibiting a child from attending school.

1. NO suspensions are allowed without direct involvement of the MECK Pre-K Leadership Team. Extensive work will be done with the Child Development & Family Support Unit through the referral process before suspension is considered.
2. The MECK Pre-K Child Development & Family Support Manager must be contacted immediately when students are removed from the classroom but remain on site when he/she poses an immediate threat to the safety of self or others.

P 3.18 Expulsion is when a student is permanently removed from the MECK Pre-K site, under rules passed by the MECK Pre-K Leadership Team, as supported by Mecklenburg County. It is the goal of MECK Pre-K to keep every enrolled child in the program and in a classroom that best suits their needs. We will make every effort to support a child and family in overcoming barriers and behaviors that are interfering with success in the classroom and assist them in finding their way through a successful Pre-K year.

1. NO expulsions are allowed without direct involvement of the MECK Pre-K Leadership Team. Extensive work will be done with the Child Development & Family Support Unit through the referral process before expulsion is considered.
2. If the center/Site Administrator expels a child without following the steps listed under P 3.16 and receiving final approval from MECK Pre-K leadership team, MECK Pre-K has the right to remove student slots at the site.
3. Slots left vacant due to an expulsion will not be filled with a new student if the expulsion policy stated here is not followed.

P 3.19 Students may not be transferred to another site or withdrawn from the current site/program except by authorized MECK Pre-K units to include “Registration and Intake” and “Child Development and Family Support”. The Site Administrator must inform the MECK Pre-K office within 2 business days of any parent requested student changes (complete and submit “Intent to Withdraw” or “Intent to Transfer Form”). Parents may also be directed to contact the Registration and Intake Unit directly for any changes in site assignment.

P 3.20 If site administrators and or teaching staff are made aware of a change in custody of a student, the Site Administrator is responsible for:

* Obtaining a copy of the court issued document authorizing the change of custody and submitting it to the Registration and Intake staff at [info@meckprek.org](mailto:info@meckprek.org)

P 3.21 Students and families enrolled in MECK Pre-K have a right to confidentiality, the Site Administrator and teachers shall not share information specific to students and families outside of the student’s immediate care team (i.e., assigned MECK Pre-K classroom staff, MECK Pre-K office and assigned staff, assigned community therapist, etc.). This includes discussing students and families with other students and families, staff at your site, staff or administrators at other sites and/or other partners within the community.

* Site Administrators and teachers are required to sign the MECK Pre-K confidentiality agreement at the beginning of the school year. File in the site monitoring tool binder.

Policy Area 4-Compensation

P 4.1 Sites will be reimbursed monthly per the following guidelines:

1. 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.
2. 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)

P 4.2 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 and MECK Pre-K standards, including the Fidelity Tool items.

P 4.3 The Site Administrator will purchase materials/supplies throughout the school year using operating funds supplied through reimbursements (file the teacher’s requested list for materials and paid receipt/or packing slips in your site monitoring tool binder). The following will be among the items purchased:

1. “Beginning of the School Supply List” by August 22nd
2. Materials for each study
3. Depleted consumables
4. Copy paper (used for printing materials and placed in centers for students to use for writing (no lined paper), journals and blank books
5. Missing or broken furniture/materials, technology (including chargers) and torn books identified on the MECK Pre-K classroom inventory (completed by teachers) must be replaced no later than October 1st of each school year. File paid receipts and or packing slips.
6. Maintenance for center printer (additional stipend provided by MECK Pre-K)
7. Professional cleaning of all carpets/rugs by August 16th and at the end of December (minimum).

Lead and Assistant Teachers may not come out of pocket to purchase items required for the Site Administrator to purchase.

P 4.4 MECK Pre-K instructional staff will be paid according to the following guidelines:

1. Lead Teachers receive pay according to the Charlotte-Mecklenburg School Certified Salary Schedule (Annual State Base and Annual Local Supplement) - <https://www.cmsk12.org/cms/lib/NC50000755/Centricity//Domain/45/23-24%20Teacher%20Psychologist%20Certified%20Salary%20Schedules%20for%20internet.pdf> (PLEASE NOTE: THIS LINK LEADS TO THE 2023-2024 SCHEDULE.)
2. 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> (PLEASE NOTE: THIS LINK LEADS TO THE 2022-2023 SALARY SCHEDULE. AN UPDATED 2023-2024 SCHEDULE WILL BE DISTRIBUTED ONCE IT IS PUBLISHED AND ASSISTANT TEACHERS WILL RECEIVE BACK PAY TO BRING THEM UP-TO-DATE FOR CURRENT YEAR’S PAY IF THERE IS A DIFFERENCE.)
3. Lead and Assistant teachers shall receive retirement/savings at 3% of salary/wages to be reimbursed by MECK Pre-K on a monthly basis
4. Lead and Assistant teachers shall be offered reimbursement for health and life insurance up to $230 and $10, respectively, on a monthly basis to be paid by MECK Pre-K.
   * 1. Discuss the benefits with the teachers within 5 days of their employment (health: group and self-insurance, retirement if applicable).
     2. Submit the employee’s insurance premium invoice and proof of payment every month to MECK Pre-K finance office for MECK Pre-K teachers who are covered by his/her own health and/or life insurance (self-insured).
5. Compensation covers only MECK Pre-K operating hours. Any contracts formed between the site and teacher must include the date for the first official workday of school and the official last workday of the MECK Pre-K program.
6. The site must compensate teachers for required additional events outside of the MECK Pre-K program functions and requirements.
7. Any bonus and additional payments of compensation designated by the County for MECK Pre-K staff must be paid according to instructions and timeline provided by MECK Pre-K Finance office. Sites must submit proof of payment by the deadline issued. Proof will be emailed to SSMC MECK Pre-K Finance at [meckprekfinance@smartstartofmeck.org](mailto:meckprekfinance@smartstartofmeck.org)

P 4.5 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

P 5.1 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.

1. Weekly lesson plans must incorporate the following:
2. NC Foundations for Early Learning and Development standards must be incorporated for All routines listed on the daily schedule:
   1. Domains
   2. Goals
   3. Developmental Indicators
3. Teaching Strategies GOLD Objectives for Development and Learning.
4. Site administrators review weekly plans for the above lesson plan elements
5. Site Administrators provide supervision and guidance to ensure that teachers follow the daily schedule and lesson plans.

P 5.2 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 directly secured by MECK Pre-K families and students receiving Exceptional Children Services from CMS according to an official IEP are the only exceptions.

P 5.3 Instructional staff shall meet Teaching Strategies GOLD requirements at the designated timeframe for each “Trimester” and consistently 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.

P 5.4 The Site Administrator or designee will monitor MECK Pre-K classrooms and meet with the teachers, MECK Pre-K Success Coach and Site Administrator Coach on a regular basis: (Check Teaching Strategies GOLD progress at least twice during each of the 3 trimesters).

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

P 5.5 Classrooms will be allotted funding for field trips.

1. Funds can be used to travel to the location of the trip and entry fees or pay for fees charged for bringing the activity to the center.
2. The trip must be directly related to some aspect of the curriculum
3. No child or teacher shall be charged for attending the field trip.
4. All children must be allowed to attend the trip.
5. Family members cannot be required to attend the trip.

P 5.6 Teachers and Site Administrators must fulfill several end of year requirements to ensure final payment.

1. Teachers must complete the “End-of-Year MECK Pre-K Tasks” before they leave for the summer.
2. Tasks must be completed during teacher workdays and not when students are present.
3. Teachers must give the completed copy of the End-of-Year MECK Pre-K Tasks” to the Site Administrator before they leave for the summer.
4. Site Administrator will review the completed task sheet to ensure that all tasks have been completed and sign off on the form before the teacher leaves the site for the summer.

Policy Area 6-Family Engagement

P 6.1 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 hold an individual Meet-n-Greet with the child and family.
   * 1. Meet-n-Greets will be held at the beginning of the academic year before classes start or within 10 business days when a new child is enrolled including children who transfer into your site from another MECK Pre-K site.
     2. Teachers must complete the “Meet-n-Greet” form and “Getting to Know You” document during the visit
     3. Meet-n-Greets must be held in-person with each individual family
3. Teachers must 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)
4. The Lead Teacher will offer three parent/teacher conferences (one at the end of each trimester) to the parents/guardians of each child. Parents are required to participate in the first two conferences; the third is optional.
5. The Center will offer a minimum of three (3) family education workshops-open to all MECK Pre-K parents during the academic year. (The MECK Pre-K Family Engagement Specialist can assist in all aspects of offering this workshop.).
   1. Site Administrators are responsible for planning the family education workshops.
   2. Teachers are not required to facilitate the parent workshops unless they choose to volunteer.
   3. Teachers are required to attend the parent workshops held after school hours to support families.
6. Teachers will invite parents in for Classroom Events—opportunities to volunteer in the classroom and/or 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 are required to communicate with families through Teaching Strategies Family App/Tadpoles for sending email notices, activities, photos, announcements, etc. (no other apps should be used)
9. Teachers will monitor and encourage regular participation in ReadyRosie use
   * 1. Support all families in registration for ReadyRosie
     2. Send at least one ReadyRosie playlist each month (whole classroom or for individual/small groups of children per their developmental level)
     3. Respond to parent comments every two weeks
10. Teachers will monitor and encourage regular participation in MarcoPolo use
11. The facility will offer resources and support to families with limited English Proficiency
12. Site Administrators will monitor all family engagement activities each trimester (refer to the “End-of-Year Report and Parent Communication Logs)

Policy Area 7-Compliance, Monitoring, and Evaluation

P 7.1 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.

P 7.2 The Site Administrator and MECK Pre-K teachers will participate fully in the yearly Site Monitoring Process as laid out by MECK Pre-K Leadership

1. 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 required documentation to Avoid Falsification of the following:
   * 1. Child attendance records
     2. Reimbursement requests and receipts including supplies purchased as needed for studies and replenishment of consumable items
     3. Lead and Assistant Teachers granted planning time daily (1.5 hours) without children
     4. Cleaning completed by Non-MECK Pre-K staff
     5. MECK Pre-K staff not providing wrap-around services during the 8-hour MECK Pre-K day
     6. Lead and Assistant Teachers attending PLC/trainings
2. Lead and Assistant teachers shall not be terminated nor reprimanded for providing accurate information on all documents or for refusing to falsify any document.

P 7.3 The Site Administrator will provide all 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

P 8.1 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

Failure to fully adhere to any of the above policies or procedures supporting these polices will result in the following steps:

1st Step:

1. Email notice of non-compliance with policy on the first occurrence.
2. Verbal warning and follow-up email of non-compliance with the same policy on the second occurrence.
3. MECK Pre-K leadership will conference with the Site Administrator. MECK Pre-K will provide additional support as needed.

2nd Step:

With the third occurrence of non-compliance with any policy a written Corrective Action Plan will be constructed, signed by both parties, and monitored for progress.

3rd Step:

If compliance with the policy(ies) as defined in the Corrective Action Plan is not achieved within the

stated time frame non-renewal of contract and/or reduction in slots allotted may occur.

This signature certifies that the applicant has read the MECK Pre-K Policies and agrees to follow these 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.**

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| Name: |  |
| Email: |  |

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| **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 Site  Existing NC Pre-Site (**Note**: NC Pre-K Sites are not eligible)    Is your site a previous NC Pre-K Site and/or MECK Pre-K Site  Yes  No  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 at your site: | | | | | | | | | | | | | | | | |
| Number of children in your existing four-year-old classroom(s): | | | | | | | | | | | | | | | | |
| Number of children in your existing three-year-old classroom(s): | | | | | | | | | | | | | | | | |
| Number of children in room(s) currently occupied by an age group other than four-year-olds at your site: | | | | | | | | | | | | | | | | |
| Earliest date MECK Pre-K Program can be begin at your site in the assigned MECK Pre-K classroom?  Site has a written marketing strategy plan to being 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  Three-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 | | | | | | | | |  | | | | | |  | |
| 1. Name of classroom and # of children licensed for this room | | | | | | | | |  | | | | | |  | |
| 1. Name of classroom and # of children licensed for this room | | | | | | | | |  | | | | | |  | |
| 1. Name of classroom and # of children licensed for this room | | | | | | | | |  | | | | | |  | |
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| 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 IIl | | | | |  | | 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 40 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. | | | | | | | | | | | | | | | | |

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| **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. | | | | | | | | | | | | | | | | | | | | | | | |
| If yes, submit a copy of the written retention plan.  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? | | | | | | | | | | | | | | | | | | | | | | | |
| 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: | | |  | | | | | | | | | | | | | | | | | | | |  |
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| **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.** | | | | | | | | | | | | | | | | | | | | | | | |

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| **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 with parents who display inappropriate behavior at your site?    What is your policy for dealing with 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 if the room will be shared with wraparound teachers (wall space, bulletin boards, time to change out centers for each curriculum study, materials/toys, broken MECK Pre-K toys, after school clean-up, 1-hour of planning time for MECK Pre-K teachers daily). | | |
|  | | |
| **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 unless for attending MECK Pre-K PLC meetings/training.  **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 currently provide planning time for the lead teachers at your site?  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 how the administrator monitor 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 are consistently late for work or frequently absent? | | |
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| **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 last two post conferences conducted with teachers (black out teacher names). | | |
| **Cleanliness:** | | |
| Who is responsible for cleaning your center (internal and external staff)?  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 the 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)  Developmental Indicators for the Assessment of Learning, Third Edition (DIAL-3) or Fourth Edition (DIAL-4)  No approved developmental screening used | Parents’ Evaluation of Developmental Status (PEDS)  Brigance Early Childhood Screen II or III, Preschool Screen II, Head Start Screen, Head Start Screens III, K&1 Screen II | |
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| **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?  Yes  No  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?  **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 | | |

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| **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.   1. Will you guarantee that the teachers will only use the TS GOLD Family App to send communication(s) to families?   Yes  No |
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| **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  List any dates that your center is closed during a day that Charlotte-Mecklenburg School is open for students and/or teachers.    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?  Will you guarantee that the MECK Pre-K student will be allowed to attend class on the day the parent is tardy/late for school?  Yes  No  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. |

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| **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 | |  | |

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| **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 5th Street, Suite 200, Charlotte, NC 28202**  ★★★**COMPLETED APPLICATIONS ARE DUE BY 4:00 PM ON JANUARY 5, 2024** ★★★ | | |
| **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 and awarded slots**  **Approved for waiting list\***  **Not Approved** | | |
| **Date applicant was notified of the MECK Pre-K decision in writing** |  |  | |
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