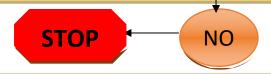# MECK Pre-K Site Selection Process Decision Tree 2024-25

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

Step 1: **Site currently has a**

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

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

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

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

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

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

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

STOP ← NO

YES

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

Key Considerations in Site Selection

- Geographic need for child placement slots based on US Census and CMS data (targeted zip)

- Site does not host another public Pre-K program (NC Pre-K, Head Start)

- Site scores high on environmental items on rubric—indoor and outdoor for all classrooms, lobby, any public spaces, etc.

- Site scores high on staff educational qualifications and training (administrators and current teachers)

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

MECK Pre-K maintains a site priority list of approved sites marked
"Consider for Future Expansion or Changes"

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

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

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

MECK Pre-K Office, in collaboration with County leadership, makes all final decisions and notifies all site applicants of status
*(**Approved** - awarded slots or waitlist/**Denied**)*