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| **Site Name:** | **Facility License #** | **Site Status:**  **New Site**  **Existing Site**  **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:** 2024-25 **MPK Office Use Only Total Points:** |
| **1. MECK Pre-K Classroom Site** |
|  | ***Points******Earned*** |
| **Copy of license must accompany application** |  |
|  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 |  |  |
|  Check here if license is temporary Expected date for permanent license  |  |  |
|  Site has had **no Administrative Action** in the last 18 months –submit Administrative Action if applicable | **3 pts** |  |
|  Site has had **no substantiated Child Maltreatment Report** in the last 18 months—submit Child Maltreatment Report if applicable | **3 pts** |  |
|  Site has had **no substantiated Facility Licensing Complaint** Report in the last 18 months –submit complaint if applicable | **3 pts** |  |
|  Proposed MECK Pre-K classroom(s) licensed for 20 children-submit with license | **3 pts** |  |
|  Proposed MECK Pre-K classroom(s) scored a minimum of 5 on most recent ECERS evaluation-submit latest ECERS report | **3 pts** |  |
|  Site has a written marketing strategy and implements that strategy to help bring new families into the center-submit strategy | **3 pts** |  |
|  | ***Subtotal:*** |  |

**Comments:**

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| **2. Personnel** |
|  | ***Points******Earned*** |
|  Individual identified as MECK Pre-K Administrator meets **Level III** Administrator qualification **or** equivalent ***or*** holds Principal License.Submit copy of credentials | **5 pts** |  |
|  Site agrees to have identified Level III Administrator (or equivalent, as noted above) on site 20 hours per week during MECK Pre-Koperational hours | **5 pts** |  |
|  Site agrees to employ staff (Teachers and Assistant Teachers) who meet the minimum level of education, credentials, and licensingqualifications as stated in MECK Pre-K policy | **5 pts** |  |
|  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 |  |  |
|  Site has a written teacher retention strategy and implements that strategy to encourage high quality teachers to remain with the center-submit written strategy | **3 pts** |  |
|  Site has consistent “Floater” role who is available for temporary support in classrooms throughout the day-submit documentation of role | **3 pts** |  |
|  Site provides incentives to teachers to encourage them to continue their studies in Early Childhood Education | **3 pts** |  |
|  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) | **3 pts** |  |
|  Site agrees the MECK Pre-K teachers will only participate in professional development provided by MECK Pre-K, unless the professionaldevelopment provided by the site is required by NC Child Care Rules | **3 pts** |  |
|  | ***Subtotal:*** |  |

**Comments:**

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

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| **Use of Teacher Time** |
|  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 | **5 pts** |  |
|  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 relatedactivities during that time (lesson plans, formative assessment notes, preparing materials, parent conferencing, etc.) | **5 pts** |  |
|  Site agrees that MECK Pre-K teachers will not work more than the prescribed 40 hour week | **5 pts** |  |
| **Site Monitoring** |
|  Site has in place procedures for regular classroom observations and feedback—submit sample observations | **3 pts** |  |
|  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 | **5 pts** |  |
| **Staff Evaluations** |
|  Site administrator regularly (minimum twice yearly) uses a performance tool to monitor, evaluate, and provide feedback to all Lead Teachers –submit sample of tool | **5 pts** |  |
|  Site administrator regularly (minimum twice yearly) uses a performance tool to monitor, evaluate, and provide feedback to all Assistant Teachers – submit sample of tool | **3 pts** |  |
| **Cleanliness** |
|  Site has strategy in place for regular cleaning of whole facility—submit documentation of contract or agreement | **5 pts** |  |
|  Site agrees to appointing a designated person for cleaning MECK Pre-K classrooms, including bathrooms and floors, that is **NOT** a MECK Pre-K teacher | **5 pts** |  |
|  Site provides proof that all classroom carpets are professionally cleaned at least twice a year—submit receipts | **3 pts** |  |
|  Site provides proof that all classroom and hallway floors are professionally waxed at least twice a year—submit receipts | **3 pts** |  |
| **Screenings/Assessments/Referrals** |
|  Site has in place a process for administering developmental screenings-submit statement of process | **3 pts** |  |
|  Site has in place a process for aligning screening results with planned outcomes for children-submit example | **3 pts** |  |
|  Site has in place a process for meeting with teachers and parents to review children’s learning goals-submit procedures | **3 pts** |  |
|  Site has a written policy to support children with identified disabilities and behavioral challenges. Policy is shared with families-submitpolicy | **5 pts** |  |
|  Site has a written policy to prevent ***suspension/expulsion*** of children. Policy is shared with families-submit policy | **5 pts** |  |
| **Health Assessments** |
|  Site has an efficient process in place for gathering, filing, and maintaining all children’s health records and required forms in requiredtime frames-submit related documents. | **3 pts** |  |
|  Site agrees not to charge parents of MECK Pre-K children any fees for health assessments or related services without written approvalfrom MECK Pre-K | **3 pts** |  |
|  | *Subtotal:* |  |

**Comments:**

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| 4. **Compensation** |
|  |  | ***Points Earned*** |
| **Supplies** |
|  Site provides adequate consumables and they are accessible to staff—submit most current receipts for purchase of consumables | **3 pts** |  |
|  Site has a system in place for teachers to request needed supplies-submit documentation of procedures | **3 pts** |  |
|  Site has a system in place for teachers to request replacements for broken materials or equipment-submit documentation of procedures | **3 pts** |  |
|  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 | **3 pts** |  |
| **Staff Compensation** |
|  Site agrees to pay MECK Pre-K Lead Teachers according to the NC Public School Salary Schedule and CMS local supplement, provide healthinsurance, life insurance, and 3% of salary toward retirement | **3 pts** |  |
|  Site agrees to pay MECK Pre-K Assistant Teachers according to the NC/CMS non-certified staff pay schedule, provide health insurance, lifeinsurance, and 3% of salary toward retirement | **3 pts** |  |
|  | *Subtotal:* |  |

**Comments:**

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

**Comments:**

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| **6. Family Engagement** |
|  |  | ***Points******Earned*** |
|  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 **wait no more than 1 week** for a tour from dateof request submit copy of policy. | **5 pts** |  |
|  Site has a written policy in place for communicating with children and families with ***limited English proficiency***-submit copy of policy | **3 pts** |  |
|  Site provides recommended family engagement activities per school year (parent/teacher conferences, workshops, volunteeropportunities) |  |  |
| Site provides **4 or more** recommended family engagement activities per school year-5 pointsSite provides **3 or fewer** recommended family engagement activities per school -3 points Submit copy of written plan for engagement activities |  |  |
|  Classroom staff **conduct approved, ongoing formative assessments** to gather data to inform instruction and share with families-submitform used for parent conferences | **5 pts** |  |
|  Site has written plan for helping families transition into pre-k, out of pre-k, and into kindergarten-submit copy of plan | **3 pts** |  |
|  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. | **3 pts** |  |
|  | *Subtotal:* |  |

**Comments:**

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| **7. Additional Program Information** |
|  |  | ***Points******Earned*** |
|  Site agrees to follow the CMS calendar published and disseminated by MECK Pre-K at the beginning of the school year—including closuresof MECK Pre-K classrooms for holidays, teacher workdays, and inclement weather | **3 pts** |  |
|  Site agrees to operate the MECK Pre-K program within the stipulated hours | **3 pts** |  |
|  Site agrees MECK Pre-K classrooms will be capped at 18 students and a 1:9 ratio will be maintained | **5 pts** |  |
| **Nutrition** |  |  |
|  Site provides **free meals *AND* snack** for **all** MECK Pre-K children | **3 pts** |  |
|  Site participates in Child and Adult Care Food Program (CACFP) | **3 pts** |  |
|  Site agrees that teachers are allowed to pack healthy, home-prepared lunches and are required to eat with the children. | **3 pts** |  |
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| **Geographic Need** |  |  |
| **First Tier**28212, 28213, 28214, 28216, 28217, 28227, 28269, 28273, 28278 | **20 pts** |  |
|  **Second Tier**28078, 28134, 28205, 28215, 28226, 28262, 28270 | **10 pts** |  |
|  | *Subtotal:* |  |

 **Comments:**

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

**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** | ***Points Earned*** | ***Percentage of Maximum Points Earned*** |
| **1. MECK Pre-K Classroom Site** | **26** |  |  |
| **2. Personnel** | **35** |  |  |
| **3. Daily Classroom/Center Qualifications** | **102** |  |  |
| **4. Compensation** | **18** |  |  |
| **5. Curriculum and Assessment** | **43** |  |  |
| **6. Family Engagement** | **24** |  |  |
| **7. Additional Program Information** | **50** |  |  |
| **8. Site Visit** | **76** |  |  |
| **TOTAL POINTS POSSIBLE:** | **374** | **TOTAL POINTS EARNED:** |  | **PERCENTAGE OF POSSIBLE OVERALL POINTS EARNED:** |  |

**Comments:**

**Rubric Completed by: (Print) Date:**