MECK Pre-K Site Application



Application Deadline

Completed applications must be submitted to the

MECK Pre-K Office no later than:

**October 25, 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 2025 - 2026**

**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 2025-2026 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 October 25, 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 Director at [sspigner@smartstartofmeck.org](mailto:sspigner@smartstartofmeck.org) if you have questions or need assistance in completing this application.

**MECK Pre-K Policies**

**2024-25**

MECK Pre-K Site Administrators and the appointed Site Administrator designee shall ensure compliance with all MECK Pre-K Policies. Failure or refusal to adhere to policies will impact continuation with the MECK Pre-K program. Procedures to implement and maintain compliance will be provided to the Site Administrator and/or Teachers by designated MECK Pre-K staff.

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

**Site Eligibility:**

**1.1** All MECK Pre-K classrooms will be located in Mecklenburg County and hold a NC DEDEE facility license, approved private school designation, or approved charter school designation.

**1.2** 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.

**1.3** 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.

**1.4** 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, documented data needs and contract results.

**1.5** MECK Pre-K classrooms **will not** be housed in a site with NC Pre-K or other public pre-kclassrooms.

**Requirements for remaining a MECK Pre-K site:**

Existing MECK Pre-K sites that meet the requirements outlined in policies 1.6-1.11 will be eligible to continue as a MECK Pre-K site in the next academic year. A re-application is not required unless the site 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 complete the MECK Pre-K Site Selection Process and will be considered a new site.

**1.6** The site must have no DCDEE administrative actions pertaining to:

* 1. substantiated licensing complaints in the previous 18 months
  2. substantiated child maltreatment complaints
  3. supervision and/or ratio violations
  4. abuse of children

**1.7** The Site Administrator will notify the MECK Pre-K Site Support Manager in writing within 24 hours of receiving a DCDEE Administrative Action issued for:

1. substantiated child maltreatment complaints
2. supervision and/or ratio violations
3. abuse of children

**1.8** Sites must have no unresolved substantiated childcare violations in the previous 18 months.

**1.9** Sites must participate in the Site Monitoring Process, meet **all** requirements, and complete any associated action plans. Sites that continue to be marked “Not Verified” on the same monitoring items will be placed on an action plan and may be in jeopardy of reduction in classrooms.

**1.10** Sites must sustain an enrollment of 85% of capacity or higher for 7 of the 10 months of the school year to be considered substantial enough to warrant a continued MECK Pre-K presence at the same number of classrooms. The Site Administrator shall work with MECK Pre-K staff to set goals related to increasing and maintaining enrollment. Proof of efforts towards goals will include:

1. surveying families to determine reasons why enrollment has decreased
2. taking intentional steps to respond to reasons families leave
3. showing proof of using materials provided by Rocket Fuel Brands, including use of the marketing website and the marketing tips provided

**1.11** Sites must be located in a geographic area that continues to show a demographic need for MECK Pre-K services.

**Classroom Spaces and Academic Calendar:**

**1.12** MECK Pre-K classrooms should remain in approved classroom spaces. Before relocating a classroom or completing renovations to the current MECK Pre-K space, the Site Administrator must notify the MECK Pre-K Site Support Manager. New spaces and renovations will be reviewed to ensure that the new space and/or changes to existing space meet MECK Pre-K requirements.

**1.13** Classrooms will remain open for the full school day for all MECK Pre-K students per the published CMS/MECK Pre-K calendar. If a MECK Pre-K classroom is closed for any reason or any amount of time the program **must provide a written description of the closure** to the MECK Pre-K Site Support Manager. MECK Pre-K will review the rational for the closure and determine if the closure was justified. Payment may be withheld if the closure is not justified.

**1.14** In the event of a classroom closure, the Classroom Teachers will provide virtual instruction and notify all families of its availability. Please refer to the virtual learning guidelines for additional information and requirements for virtual instruction. Teachers will complete attendance in Ascend for students who attend virtual learning. Teachers will send the link for virtual instruction to the following individuals: families, site administrator, MECK Pre-K Success Coach.

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

**Ethical Conduct and Confidentiality:**

**2.1** All Site Administrators, MECK Pre-K instructional staff, MECK Pre-K operational and support staff, and 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, MECK Pre-K staff, center staff, site administrators, and community partners.

**2.2** 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.

1. Site Administrators and teachers are required to review and sign the MECK Pre-K confidentiality agreement at the start of each school year and/or upon employment as a Site Administrator or MECK Pre-K Lead or Assistant Teacher.

**Education Requirements:**

**Site Administrator** **Educational Requirements:**

**2.3** Site Administrators must hold the NC Early Childhood Administration Credential Level III and/or NC school principal license.

**Lead Teacher Educational Requirements:**

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

1. An NC Continuing or Initial Birth-through-Kindergarten (B-K) license.
2. An NC Continuing license in Early Childhood Education (ECE) or related field and be eligible for the NCDPI license that leads to the Birth-through-Kindergarten (B-K) license. Teacher must complete 6 semester hours of licensure specific coursework as outlined in the official Plan of Study designated by the approved NC EPP, with a grade of "C" or higher **annually** until Initial BK licensure is achieved.
3. A BA/BS degree in Birth-Kindergarten, Early Childhood, Child Development or related early childhood field and be working towards the BK licensure in the "Licensure Only" track at an approved NC EPP program. A list of approved EPP programs is available from the Quality Assurance and Compliance Director. Teachers must complete 6 semester hours of licensure specific coursework as outlined in the official Plan of Study designated by the EPP, with a grade of "C" or higher **annually** until Initial BK licensure is achieved.
4. 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 licensure specific coursework as outlined in the official Plan of Study designated by the approved NC EPP, with a grade of "C" or higher **annually** until Initial BK licensure is achieved.

**Note:** Teachers working toward the MECK Pre-K educational requirements shall complete the following steps:

1. Enroll in an approved North Carolina Educator Preparation Program (EPP) within 15 days of their hire date.
2. Give a copy of the acceptance letter and official Plan of study from the EPP to site administrator within five days of receiving it.
3. Site Administrator shall submit the acceptance letter and official Plan of study from the EPP to MECK Pre-K within five days of receiving it from the teacher (link will be provided).

**Bilingual Teachers:**

**2.5** Sites that promote themselves as a bilingual program **must employ** **at least one teacher in each classroom** that is fluent (reading/writing/speaking) in **English and preferably the advertised language**. **A minimum of 60% of all instruction must be in English.** If the Lead Teacher is not fluent in English, then the Assistant Teacher must be fluent and must instruct under the Lead Teacher’s and Success Coach’s direction.

**Assistant Teacher Education Requirements:**

**2.6** Assistant Teachers must meet **one** of the following conditions **and** agree to the provisions stated to continue employment:

1. Hold an Associate degree in Early Childhood Education (ECE), Child Development, Child and Family Studies, or related field.
2. Be enrolled in an Associate degree program in Early Childhood Education (ECE), Child Development, Child and Family Studies, or related field 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.
3. Hold an AA or BA/BS degree in an unrelated field, hold at least 480 work hours (12 weeks) teaching in a preschool classroom and commit to earn the CDA (Child Development Associate) within the first year of employment. After completing the CDA the Assistant Teacher must renew it every three years. Follow the CDA guidelines listed in section A.
4. Hold a High school diploma and enroll in an Associate Degree program in Early Childhood Education (ECE), Child Development, Child and Family Studies, or a related field 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.

**Options for enrolling in the Child Development Associate (CDA):**

1. **Quorum by Teaching Strategies**

The CDA is offered online through Quorum by Teaching Strategies (refer to the Online Child Development Associate document) and the coursework is provided at no cost to MECK Pre-K Assistant Teachers.

**Teachers follow these steps for the Quorum by Teaching Strategies:**

1. Complete 120 clock hours (or 12 CEUs) of early childhood education, with no fewer than 10 hours in each of the eight subject areas. The other 40 hours needed to obtain a total of 120 clock hours can be completed in any of the subject areas within the timeframe designated by MECK Pre-K.
2. When clock hours and the required portfolio are completed, request a validation visit through the student portal and send a copy of the request (screenshot is acceptable) to the Chief Early Education Officer at Smart Start (mkantor@smartstartofmeck.org). The visit fee will be paid and a date will be set for the visit.
3. Send results of the visit to the Chief Early Education Officer at Smart Start (mkantor@smartstartofmeck.org) and to the Site Administrator.
4. **Enroll in a college or university that offer the CDA course:** [**https://www.ncicdp.org/documents/cda-nccc\_brochure\_final%20(3).pdf**](https://www.ncicdp.org/documents/cda-nccc_brochure_final%20(3).pdf)**.** Apply for T.E.A.C.H Early Childhood Scholarship to be approved to receive funding to pay for the course - [**https://www.childcareservices.org/**](https://www.childcareservices.org/)

**Documenting Lead and Assistant Teacher Continuing Education Requirements:**

**2.7** Site Administrator will maintain documentation on site of educational/licensure progress for all MECK Pre-K staff.

**2.8** Site Administrators and Lead Teachers who hold a BA/BS degree with licensure will comply with requirements regarding professional development based on the NC State Board of Education Licensure Policy.

**2.9** Lead Teachers who are working toward the BK Continuing license must 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) and NC State Board of Education Licensure Policy. Transcripts of completed coursework must be submitted to the Site Administrator at the end of each semester. (Fall, Spring, Summer).

**2.10** Assistant Teachers working toward an Associate degree must complete a minimum of 6 semester hours of coursework per their plan of study, each academic year with a grade of “C” or higher. Transcripts (unofficial are acceptable) of completed coursework must be submitted to the Site Administrator at the end of each semester. (Fall, Spring, Summer).

**2.11** Site administrators must submit unofficial transcripts to the MECK Pre-K office at the end of each semester (**December 18th, May 20th, August 15th**) for Lead Teachers and Assistant Teachers working to meet the educational requirements. Teachers who have not completed 6 semester hours of coursework each academic school year with a grade of “C” or higher, may be in jeopardy with their role working in a MECK Pre-K classroom for the forthcoming school year.

**Teachers Enrolled in College Courses:**

When teachers are enrolled in college courses to obtain a degree and/or NC Teaching License as described in policies 2.7-2.11 the following policies apply:

**2.12** Classes must not interfere with the 8-hour MECK Pre-K Day unless approved by the MECK Pre-K office for the internship/practicum hours required by the EPP. Teachers must contact MECK Pre-K Quality Assurance and Compliance Director within **2 days** of registering for the internship/practicum for approval (submit the course description, number of hours and/or days required).

**2.13** Student teaching must be completed at the Lead Teacher’s assigned MECK Pre-K classroom. Lead teachers who hold an Associate degree and are working toward their Bachelor's degree must contact before student teaching occurs if the EPP has requirements that differ from MECK Pre-K. Send the name, phone number and email of the EPP advisor so MECK Pre-K can discuss placement in the teacher's current classroom with the support of our team.

**Hiring Teachers:**

**2.14** All teachers must be in good standing with the MECK Pre-K program and meet the following requirements in order to be re-hired for the upcoming school year.

**To be eligible for re-hire Teachers should:**

1. Meet individual developmental and learning goals for each child throughout the year per the assessment goals stated by MECK Pre-K.
2. 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 Teacher Evaluator and consistently implement strategies to enhance professional outcomes.
4. Do one of the following:
5. **Teachers already holding licensure:**

Meet ongoing professional development/continuing education requirements and document these with the Site Administrator and Success Coach.

1. **Teachers working to obtain licensure:**

Complete at least 6 semester hours of educational coursework per the official Plan of Study prescribed by the EPP in the previous academic year. Teachers who have only 3 hours of coursework (last course) remaining on their official Plan of Study will be exempt from the 6 hours for the current school year. Send an email to the indicating that this is the last course required on your Plan of Study.

**2.15 All** MECK Pre-K Teachers should adhere to the MECK Pre-K policies and performance measures as defined by MECK Pre-K. Repeated instances of non-compliance with the MECK Pre-K policies and/or not meeting performance measures will result in a conference to address the concerns. This meeting will include the Site Administrator, Teacher, Success Coach, and Site Administrator Coach. Meetings should be documented and include concerns, strategies and support, and timelines for progress.

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

**2.16** When a Lead or Assistant Teacher resigns or is terminated, they must be replaced with a qualified teacher within the 12-week period or sooner as detailed in policies 2.4-2.13.

**Substitute Staff:**

**Site Administrator:**

**2.17** Site Administrators who resign or are terminated may be replaced with an administrator substitute who holds an NC Director Early Childhood Administration Credential Level I or II and/or assistant principal license 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.

1. Send the DCDEE Status letter and/or assistant principal license, name, email and phone number of the site administrator substitute to MECK Pre-K Quality Assurance and Compliance Director within **2 days** of the site administrator’s resignation/termination. Owners and/or district managers are required to meet these criteria.

**MECK Pre-K Teaching Staff:**

**A.** **Short Term Vacancies (1-15 attendance days)**

When a teacher position in a MECK Pre-K classroom is empty for 15 or fewer attendance days a short-term substitute is required to fill the role of the absent teacher.

**Short Term Substitute Education Requirements:**

1. Hold a high school diploma

**Required Responsibilities:**

1. Work 6.5 hours daily in the MECK Pre-K classroom fulfilling the duties of the Lead Teacher or Assistant Teacher for whom they are substituting.
2. Work during planning time (1 hour) if the teacher is absent 2 or more consecutive days to help the other co-teacher tidy up the classroom, set up for the next day and perform other needed support.

**Note:** When teachers are going on maternity leave or medical leave that is more than 15 attendance days, the substitute will be considered long term and must meet the requirements listed below.

**B. Long Term Vacancies (16 or more attendance days)**

When a teaching position in aMECK Pre-K classroom will be vacant for 16 or more attendance days, a qualified substitute as described below can fill the vacant position for up to 12 calendar weeks.

**Long-Term Extension Substitute Request:**

If a permanent staff member has not be found by the 10th week of the original 12-week period, the Site Administrator must file a Long-Term Extension Substitute Request form for the teacher vacancy and submit it to the MECK Pre-K Quality Assurance and Compliance Director.

**Education Requirements for Long Term Substitutes:**

**Assistant Teacher Substitute:**

1. Hold a high school diploma or a GED **and**
2. have completed one course in early childhood education, child development or early childhood related field, such as the North Carolina Early Childhood Credential (EDU 119) or hold and/or be enrolled in the Child Development Associate (CDA).

**Lead Teacher Substitute:**

* + - 1. Hold a minimum of an associate’s degree in early childhood (ECE), related ECE field or elementary education.

**Required Responsibilities**:

1. Adhere to all MECK Pre-K policies including the NC Code of Ethics.
2. Work in the MECK Pre-K classroom for the 8-hour day (6.5 hours of instructional time and 1.5 hours for planning).
3. Fulfill the duties of the MECK Pre-K teacher for which they are a substitute. Duties shall include but may not be limited to:
4. Collect and input data in Mastery Connect.
5. Work with the MECK Pre-K Success Coach on classroom implementation and databases, MECK Pre-K policies, Code of Ethics and other duties.
6. Participate in planning time.
7. Attend MECK Pre-K PLC meetings.
8. Remain in the MECK Pre-K classroom for the **8-hour day** and **should not be removed** from the classroom to perform other duties at the site (i.e. coverage for breaks, preparing meals, wrap around services, etc.).

**2.18** The Site Administrator will maintain a **“Substitute Log”** to document the hours and personnel in the classroom.

**2.19** The Site Administrator will submit the **Change of Staff** form and required documents to the MECK Pre-K finance office within **2** days of employing a short or long-term substitute.

**General Staffing Requirements:**

**2.20** 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.

**2.21** 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 instruction for students. 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.

**2.22** 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.**

**2.23** Lead and Assistant Teachers must work in the MECK Pre-K classrooms during the 8-hour day (40-hour week) as outlined in the MECK Pre-K calendar published at the beginning of the year. Lead and Assistants must **not be pulled** out of the MECK Pre-K classroom for other duties (administrator duties, coverage for lunch breaks, meal prep for classrooms, supervising afterschool children, driving the bus, working in non MECK Pre-K classrooms, etc.).

**Professional Development:**

**2.24** The Site Administrator shall ensure that all MECK Pre-K Lead and Assistant Teachers participate in required MECK Pre-K professional development.

Professional Development includes but may not be limited to:

* Beginning of the year training/activities
* Scheduled Teacher Workdays
* Professional Learning Communities (PLC)
  1. PLC meetings typically occur twice per month with one meeting held in person and one meeting held virtually.

1. **PLC Attendance:**

Teachers are expected to participate in all PLC meetings. In the event that a teacher is unable to attend, the site should ensure that the assigned MECK Pre-K Success Coach is notified in advance via email. This communication may come from the Site Administrator or the Teacher.

In the event that Teachers do not attend a PLC meeting the Site Administrator will be notified via email. Teachers are not allowed to miss more than 2 PLC meetings during the school year, dates are given in advance.

To aid Teachers attending PLC meetings, the Site Administrator shall:

1. Ensure that teachers leave the site in a timely manner to arrive on time to in person PLC meetings
2. Arrange supervision for any MECK Pre-K students remaining after the 6.5-hour instructional day.
3. Ensure that Teachers remain on site for PLC meetings that are held virtually.
4. **Virtual Professional Development:**

There may be occasions when MECK Pre-K offers extended or full day virtual Professional Development. If the session content and structure is conducive, MECK Pre-K may grant Site Administrators the option to allow teachers to complete the training session remotely (i.e. from home) Site Administrators will make the final decision on remote participation. If the option for remote participation is not explicitly shared, the expectation is that Teachers will complete training at their assigned MECK Pre-K site.

**Site Designated Professional Development:**

Additional professional development and/or training required by the site should not interfere with or prevent MECK Pre-K teaching staff from participating in required MECK Pre-K professional development or required planning time. Additionally, MECK Pre-K funds may not be used to pay for time or other costs associated with site specific training that are not required per NC DCDEE licensing requirements.

**Dress Code:**

**2.25** All teachers and staff at MECK Pre-K are expected to dress professionally, appropriate for the educational setting, and conducive to a positive learning environment. The following guidelines are established to ensure consistency and professionalism in dress and appearance.

**General Appearance:**

* 1. **Professionalism:** Clothing should be clean, neat, and professional. Attire should reflect the respect and seriousness of the teaching profession.
  2. **Modesty:** Clothing should be modest and not distracting. This includes appropriate length and coverage for all attire. Garments displaying inappropriate language and images (such as drugs or alcohol) are not allowed.

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

**3.1** **Contract for Purchase of Services:**

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, are subject to changes, and are offered solely at the discretion of MECK Pre-K Leadership.

**3.2 Suspected Abuse or Neglect of children:**

The site and all employees must comply with all statutory and administrative requirements for the 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, including previous reports that have been denied.**

North Carolina law requires **all adults** to report suspected child maltreatment:

§ 7B-301. Duty to report abuse, neglect, dependency, or death due to maltreatment.

* 1. Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by G.S. 7B-101, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the juvenile resides or is found. The report may be made orally, by telephone, or in writing. The report shall include information as is known to the person making it including the name and address of the juvenile; the name and address of the juvenile's parent, guardian, or caretaker; the age of the juvenile; the names and ages of other juveniles in the home; the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from abuse, neglect, or dependency; and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention. If the report is made orally or by telephone, the person making the report shall give the person's name, address, and telephone number. Refusal of the person making the report to give a name shall not preclude the department's assessment of the alleged abuse, neglect, dependency, or death as a result of maltreatment.
  2. Any person or institution who knowingly or wantonly fails to report the case of a juvenile as required by subsection (a) of this section, or who knowingly or wantonly prevents another person from making a report as required by subsection (a) of this section, is guilty of a Class 1 misdemeanor.
  3. Repealed by Session Laws 2015-123, s. 3, effective January 1, 2016. (1979, c. 815, s. 1; 1991 (Reg. Sess., 1992), c. 923, s. 2; 1993, c. 516, s. 4; 1997-506, s. 32; 1998-202, s. 6; 1999-456, s. 60; 2005-55, s. 3; 2013-52, s. 7; 2015-123, s. 3.)

**Site Administrator Responsibilities:**

**3.3** The Site Administratormust monitor and carry out **all** MECK Pre-K Policies and Procedures for the **40-hour week during the MECK Pre-K program operating hours.** Unless business related, unusual and/or non-recurring circumstances occur during the 40-hour week, the administrator must be on the premises for a **minimum of 20 hours per week** during MECK Pre-K program operating hours and have a designated administrator designee in place to monitor and carry out all MECK Pre-K Policies during the remainder of the MECK Pre-K operating hours if he/she is off the premises. 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.

1. Site Administrator must submit their working hours and/or the designee’s hours for the 40-hour MECK Pre-K week (**include days and times**) to MECK Pre-K in August and within **5** days of new administrator via MECK Pre-K survey.
2. Designee must have administrator decision making rights for the center.
3. Submit name of the designee, phone number and email if different from the center.
4. Designee must sign, be knowledgeable of and keep a copy of the MECK Pre-K Policies on file.
5. The designee **cannot** be a MECK Pre-K Lead Teacher nor Assistant Teacher.

**Note:** Site Administrators will receive a non-compliance email from the MECK Pre-K Quality Assurance and Compliance Director if administrators and/or designee are consistently not at their site during their working hours (5 or more times within a month).

**3.4** The Site Administrator shall be responsible for completing the daily, weekly, and monthly tasks associated with the functioning of the MECK Pre-K Program including the contract, policies, procedures, tasks communicated during site administrator monthly meetings and other tasks as assigned.

1. Site Administrators are responsible for ensuring that **all** items on the “**Site Administrator Task Check-Off**” sheet have been completed by the due date. File check off sheet with the site monitoring tool documentation.
2. Site Administrators shall contact their Admin Coach if they have not received the Site Administrator Task Check-Off sheet at least **2 business days** after each site administrator monthly meeting.
3. Site Administrator shall contact their Admin Coach if they need support with any of the MECK Pre-K policies and procedures and to enhance high quality for their center.

**Note:**

1. Admin Coaches shall meet with their assigned site administrators at least monthly (meetings will be scheduled ahead at times convenient for both parties) to provide coaching on all aspects of the MECK Pre-K program. Site administrators must make provisions to meet and implement suggestions and goals set forth during the coaching meetings with the Admin Coach. Site Administrators will also be available on site for pre-scheduled meeting(s) with other MECK Pre-K team members.
2. Site Administrators who have not completed the tasks on the Site Administrator Task Check-Off by the designated due date and/or receive “Not Verified” on the tasks that align with the site monitoring tool will receive an inquiry from the Site Administrator Coach or the Site Support Manager to offer support in meeting requirements. If non-compliance continues site leadership will receive an email from the Site Support Manager to create an action plan to set procedures in place to meet compliance.

**Site Administrator Meetings:**

**3.5** Site Administrators are required to attend the Site Administrator monthly meetings. If a Site Administrator is unable to attend, a representative must attend in their place for **no more than 2** of the monthly meetings. The Site Administrator and/or representative must complete the sign in sheet to document attendance. Dates and times of required meetings will be distributed at the start of the MECK Pre-K school year. If additional required trainings/meetings are scheduled, Site Administrators will be notified in advance.

1. Site Administrator shall send the name of the representative for the meeting to the MECK Pre-K Site Support Manager by 8:30 a.m. on the day of the meeting.
2. Site Administrator is responsible for meeting with the representative and/or contacting their Admin Coach for clarification on all the information that was discussed during the meeting.
3. Site Administrator must complete all tasks communicated by MECK Pre-K team during the administrator’s monthly meeting by the requested due date.

**Site Administrator Designee:**

**3.6** A MECK Pre-K Designee shall be appointed to fulfill the duties of the Site Administrator during times when the Site Administrator is not present during MECK Pre-K operating hours. MECK Pre-K Lead and Assistant Teachers may not serve as the designee. Additionally, the designee will be available to meet with the MECK Site Administrator Coach when a meeting has been scheduled in advance.

**MECK Pre-K Site Operations:**

**3.7** 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.

**3.8** 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 (**MECK Pre-K will not make subsequent changes, even if CMS does, to attendance days, work days, etc.**); **inclement weather cancellations and delays will follow CMS directives.**

**3.9** MECK Pre-K classrooms must consist of only assigned MECK Pre-K students during the 6.5-hour day.

**3.10** Site Administrators must maintain teacher/child ratio (**1:9**) in the MECK Pre-K classroom for the full school day daily unless specified by MECK Pre-K Office.

**3.11** Site Administrators must contact MECK Pre-K Site Support Manager at the beginning of the timeframe where there is a sudden staffing issue that may result in a 1:13 ratio. This must **first** be approved by MECK Pre-K.

**3.12** Transportation services provided to MECK Pre-K children by the site must be **outside** of the 6.5-hour day and transportation times should be listed on the daily schedule.

**3.13** Instructional staff are provided a minimum of 1 hour and 30 minutes 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.

**3.14** Instructional staff must ensure that the classroom remains organized and clean throughout the instructional day.

1. Post the MECK Pre-K poster of the Lead and Assistant Teacher cleaning duties in the classroom. Lead and Assistant Teachers must maintain the following tasks during the hours students are in the classroom:
2. Wipe up all spills.
3. Clean up food/sand/art material/other items on the table/floor throughout the day.
4. Ensure that toys and tables are sanitized and clean.
5. Remove clutter.
6. Ensure that all centers are well defined and organized.
7. Ensure that student artwork is organized neatly and well-spaced throughout the classroom
8. Site Administrators will monitor the classroom to ensure that the items 1-6 under “a” are completed and/or meet and document a meeting with teachers to review the duties. Develop a plan of action for teachers who are not adhering to the duties.

**3.15** MECK Pre-K instructional staff may be hired by the facility to provide other childcare 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.

**3.16** **Mealtime:**

1. Site Administrators must ensure that students receive a nutritiously well-balanced breakfast, lunch and snack daily based on the DCDEE childcare guidelines and at no cost to parents.
2. Teachers must be allowed to eat food provided at the site or bring a nutritiously appropriate breakfast or lunch from home and eat with the students during mealtime.
3. Teachers must **sit** with children at mealtimes.
4. Teachers must model appropriate eating and conversational behaviors.

**Student Placement:**

Students will be enrolled and placed on the MECK Pre-K classroom rosters by the Registration and Intake Team. After initial placement, the Site Administrator **may** re-assign students between classrooms based on previous knowledge of the students enrolled or as situations develop where a redistribution of students will be most beneficial.

**3.17** After the child has been assigned to the facility the MECK Pre-K Administrator (or designee) or the MECK Pre-K Lead and Assistant Teachers (as indicated below) **MUST:**

* 1. Welcome enrolled families (within one week of placement) to your site as students are placed by MECK Pre-K Registration and Intake Staff—beginning in January (i.e., email, phone, letter, facility tours, open house etc.). **Site Administrator**
  2. By August 5th contact all families already enrolled to re-welcome them to the center and communicate any news or added requirements. Inform the family of additional information they must complete before their student’s first day of school at your program. Build anticipation for the beginning of the school year. As new students are assigned after August 5th contact them within 48 hours (2 business days) of enrollment and provide with them with all of the information noted above. **Site Administrator**
  3. Schedule a “Meet and Greet,” and staggered entry date. Discuss the health assessment during the “Meet and Greet” and solicit help from the Child Development and Family Support Unit if the family indicates they need assistance accessing a health assessment. **Lead/Assistant Teacher**
  4. For students that enroll after the first day of school
     1. Contact the family within 48 hours of enrollment as recorded in the Ascend database, provide all of the information noted above, and determine the student’s “Official Start Date”. **Site Administrator**
     2. Schedule a “Meet and Greet”. **Lead/Assistant Teacher**

**3.18** Contact with the family must be documented on provided MECK Pre-K “Family Welcome Log” for August and new students as assigned during the year and filed in Site Monitoring Binder.

**3.19** The Site Administrator must update the Ascend Database within **24 hours** of re-assigning students within their site. For instructions on how to re-assign students from one MECK Pre-K class to another within your program, please refer to MECK Pre-K's “Ascend Database – How To Guide – Classrooms".

**3.20** A student must physically attend school within five (5) business days of the start of school or if enrolled after the start of school from placement by the MECK Pre-K office. When a student fails to attend school within five (5) business 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.

**Financial Disputes:**

Children enrolled in the MECK Pre-K program receive free educational and support services for the 6.5 hours of designated instructional time.

**3.21** 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.

**Attendance:**

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

**3.22** The Site Administrator will ensure attendance by each child at the facility meets requirements by following licensing and MECK Pre-K guidelines (monitored by DCDEE):

1. Confirm that each child enrolled has on file within **30** days of the first day of attendance a complete health assessment including:
   * physical
   * vision screening (listed on the physical)
   * hearing screening (listed on the physical)
   * immunizations
2. Students shall **not be suspended** from the facility if the health assessment is not on file. If the health assessment is not completed on the child’s first day of school and the family cannot show proof of an appointment in the next 30 days:
3. Site Administrator, provide resources to support the family in obtaining the assessments (contact community resources and/or reach out to the Admin Coach).
4. Put in a referral to the Child Development and Family Support Unit if the family needs support in getting health insurance.
5. Work with the Child Development and Family Support Unit to schedule a date for community resources to come to your site to administer health assessments.
6. Site Administrator, contact the family by the **15th** day of attendance (phone or on-site meeting) without a health assessment to verify where they are in the process and ensure they are aware of all the resources above. Document contact with the family and provide a referral to the Child and Family Support Unit (mpkfamilysupport@meckprek.org)

**3.23** 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.

**3.24** Students must attend MECK Pre-K every day in their assigned classroom according to the MECK Pre-K roster located in the Ascend database.

**3.25** 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. **Attendance MUST be entered in the Ascend Database by 2:30 p.m. daily.** For instructions on taking attendance, please refer to MECK Pre-K's “How to Record Classroom Attendance” guide.

**3.26** **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 via the Connect Portal within 24 hours of the occurrence. To access the Connect Portal, please go to <https://ssmc.socialsolutionsportal.com/login>

**Attendance monitoring:**

**3.27** Attendance will be monitored regularly. If attendance is not complete according to the “How To Guide – Student Management and Attendance” or if attendance is not accurate, the program Administrator (or designee) will receive **ONE** reminder notification email. Programs that fail to make necessary corrections to attendance within 48 hours (2 business days) of notification will violate MECK Pre-K policies.

**Student Absence and Withdrawals:**

When a student is absent, the Site Administrator (or designee) shall make appropriate efforts to re-engage the family to resume attendance.

**3.28** 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 via the Connect Portal. To access the Connect Portal, please go to [https://ssmc.socialsolutionsportal.com/login](https://ssmc.soicalsolutionsportal.com/login).

**3.29** If a student has three (3) consecutive absences, the Site Administrator (or designee) must complete and submit the Consecutive Absence Form via the Connect Portal within 24 hours of the third (3rd) consecutive absence. To access the Connect Portal, please go to <http://ssmc.socialsolutionsportal.com/login>

**3.30** 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 via the Connect Portal within 24 hours of the tenth (10th) unexcused consecutive absences. Students will be withdrawn by the MECK Pre-K office ONLY.

**Student Extended Leave:**

**3.31** 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.

* 1. The Site Administrator (or designee) **MUST** submit the request for an Extended Leave before the leave via the Connect Portal.
  2. Decisions (approvals/denials) regarding Extended Leaves will come from the MECK Pre-K office. The MECK Pre-K Team will inform the student's parent/guardian and the MECK Pre-K Administrator via email.
  3. Attendance in Ascend must reflect Extended Leave.
  4. The extended leave will reserve the student's slot for up to 30 days upon approval.
  5. If the student does not return to school by the expected return date, MECK pre-K reserves the right to withdraw the student from the MECK Pre-K program.

**Referrals for Support with Classroom Behaviors:**

**3.32** If a child could benefit from additional MECK Pre-K support (developmentally, emotionally, behaviorally) Site Administrators and teachers **must** submit a referral to the Child Development and Family Support Unit.

1. Teachers must complete the provided “Referral Form” as directed by MECK Pre-K staff (Child Development Consultant, Success Coach, Site Administrator Coach) via Apricot. Behavioral referrals must include documentation.
2. The teacher, Site Administrator, and Success Coach must all review and sign off on the Referral Form before it can be submitted and processed.
3. Decisions regarding 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).
4. Child Development and Family Support collaboration meetings are required with the student's family, lead teacher, consultant (coordinator or family specialist), and site administrator to agree on services for student.
5. The tier of support for a student is determined by the scores produced on developmental assessment conducted by the Child Development Consultant after referral is received.
6. For students referred to tier 4 supports, teachers must include a Child Development Coordinator in the parent teacher conferences.
7. Family Support is referral based and requires consent from the family the referral is being placed for.
8. MECK Pre-K accepts family referrals for transportation support, housing support, furniture support, mental/behavioral health support, insurance support, food insecurity, immigration support, and adult education support.

**Suspension and Expulsion:**

**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.

**3.33** **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.

**3.34** Decisions regarding placement, adjusted schedules, and plans for referred children or children with suspected developmental challenges 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).

**3.35** The MECK Pre-K Child Development Consultant must be contacted immediately when a student is removed from the classroom because he/she poses an immediate threat to the safety of self or others, but remains on site.

**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.

**3.36 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.

**3.37** If the center/Site Administrator expels a child without receiving final approval from MECK Pre-K Leadership team, the slot of the dismissed child **will not be filled.** The site will forfeit that slot and it will be counted as unfilled for the remainder of the school year. This may affect reimbursement.

**MECK Pre-K has the right to remove additional student slots at the site.**

**3.38** 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” via the Connect Portal). Parents may also be directed to contact the Registration and Intake Unit directly for any changes in site assignment.

**Changes in Custody:**

**3.39** 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)

**Policy Area 4-Compensation**

**Reimbursement based on Enrollment:**

**4.1** Reimbursement is based on the regular attendance of children placed by MECK Pre-K and total capacity of MECK Pre-K slots.

Sites that **maintain an enrollment and consistent attendance of 85% of program total capacity** or higher **for the month** will be reimbursed at 100% capacity. Enrollment percentages will be measured on the **last school day of the month**.

Example:

|  |  |
| --- | --- |
| Classroom Capacity | 85% Requirement |
| 18 | 16 or more |
| 17 | 15 or more |
| 16 | 14 or more |

Sites that register enrollment or consistent attendance below 85% for the month, as measured on the last school day of the month will be reimbursed at a per child rate based on the actual number of children enrolled.

Example:

|  |  |  |  |
| --- | --- | --- | --- |
| Classroom Capacity | 85% Requirement | Actual Enrollment | Reimbursement |
| 18 | 16 | 15 | Per child rate for 15 children |

If a site withdraws a child without the approval of MECK Pre-K Leadership the slot of the dismissed child **will not be filled.** The site will forfeit that slot and it will be counted as unfilled for the remainder of the school year. This may affect reimbursement.

If a child’s schedule is modified without approval of MECK Pre-K Leadership the site will only be reimbursed for the time the child attends. This may affect reimbursement.

**Reimbursement and Site Operating Expenses:**

**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.

**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. Sites will be financially responsible to replace any lost or stolen classroom technology including laptops, iPads, and student tablets.
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).

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

**Lead Teachers:**

1. Lead Teachers receive pay according to the Charlotte-Mecklenburg School Certified Salary Schedule as identified on their NCDPI Educator’s License and/or MECK Pre-K Teacher Credential. See <https://www.cmsk12.org/cms/lib/NC50000755/Centricity/Domain/45/24-25%20Teacher%20Schedules%20for%20website.pdf> for the 2024-2025 certified employee salary schedule.
2. New teachers who do not hold a NC Educator license must complete and submit the MECK Pre-K Teaching Experience Verification Form to the MECK Pre-K office within 15 days of their hire date in order for MECK Pre-K to calculate years of experience for salary (complete one form for each employer). MECK Pre-K office will email a copy of the MECK Pre-K Teacher Credential to the teacher with years of experience.
3. New teachers who hold the NC Educator license will complete the NCDPI K-12 experience form and pay the fee in NCDPI Licensure system to get additional years of experience added to their license.
4. Teachers who worked with MECK Pre-K during the previous school year will receive the MECK Pre-K Teacher Credential every year until their renewal date. When the teacher has reached their renewal date, he/she will complete the NCDPI K-12 experience form to submit with the renewal forms in the NCDPI Licensure system.

**Assistant Teachers:**

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. the minimum hourly wage for the 2024-2025 school year is $17.67 per hour. See <https://www.cmsk12.org/cms/lib/NC50000755/Centricity/Domain/45/24-25%20Market%20Schedule%20with%203_.pdf> for the Market Salary Structure—TA position for 2024-2025.

**Retirement/Savings:**

**4.5** All Lead and Assistant teachers shall receive retirement/savings at **3%** of salary/wages to be reimbursed by MECK Pre-K on a monthly basis. Discuss the retirement benefit with the teachers. Document this meeting.

**4.6 Insurance Reimbursement:**

1. Discuss the benefits with the teachers within 5 days of their employment (health: group and self-insurance, retirement if applicable). Document this meeting.
2. **Health Insurance:**
   1. Sites will be reimbursed (up to $230) on a monthly basis to be paid by MECK Pre-K for the Lead and Assistant teachers who receive health insurance through the site.
   2. Self-insured Lead and Assistant teachers shall be offered reimbursement for health insurance (up to $230) on a monthly basis to be paid by MECK Pre-K via the Request for Payment (RFP).
      1. Teachers submit the employee’s insurance premium invoice and proof of payment if they are covered by his/her own health and/or life insurance (self-insured) to the site administrator each month in order to be reimbursed. If the employee is on a family plan, the employee must provide a cost-breakdown showing what cost is associated with the employee alone.
      2. Site Administrators 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).

**C. Life Insurance:**

All Lead and Assistant teachers shall be paid reimbursement for life insurance (up to $10) on a monthly basis to be paid by MECK Pre-K via the Request for Payment (RFP).

**Other Compensation:**

* 1. MECK Pre-K funds may only be used for compensation of 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.
  2. The site must compensate teachers for required additional events outside of the MECK Pre-K program functions and requirements.
  3. 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)
  4. All instructional staff (Lead Teacher and Assistant Teacher) must be compensated at least monthly for salary and benefits at the designated payroll schedule.
  5. Site Administrators must share the pay stub for the Lead and Assistant Teacher with MECK Pre-K office upon request (Finance office, Admin Coach, etc.).

**Note:** Site Administrators will receive a non-compliance email from MECK Pre-K finance office if the lead and assistant teachers are not paid at the designated time (salary, retirement) and health insurance reimbursed for teachers who are self-insured. Any designated bonuses must also be paid by the provided deadline to avoid notice of non-compliance. If teachers are not paid within the timeframe outlined in the non-compliance email, the site will be placed on an action plan and may be in jeopardy of a reduction in classrooms and/or terminated contract with MECK Pre-K.

**4.12** Teachers and Site Administrators must fulfill the following 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 ensure that all tasks have been completed and sign off on the form before the teacher leaves the site for the summer.

**Policy Area 5-Curriculum and Assessment**

**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.

Weekly lesson plans must incorporate the following:

1. Teachers ensure that their lesson plans and daily classroom schedule align.
2. NC Foundations for Early Learning and Development standards must be incorporated for All routines listed on the daily schedule:
   * + 1. Domains (**APL, ESD, HPD, LDC, CD**)
       2. Goals (**numbers 1 – 15**)
       3. Developmental Indicators (**letters a – z**)
3. Site administrators review weekly plans for the above lesson plan elements.
4. Site Administrators provide supervision and guidance to ensure that teachers follow the daily schedule and lesson plans.

**5.2** Instructional staff shall adhere to deadlines as identified by MECK Pre-K Leadership Team.

1. **Data Entry Timeliness:** Teachers must enter student assessment data into Mastery Connect within testing window for each Benchmark deadline.
2. **Accuracy:** All data entered must be accurate and reflective of students' performance to ensure proper tracking of progress.
3. **Professional Development:** Teachers must complete professional development during designated deadlines.

**5.3**  To ensure accurate and fair assessment of student performance, all end-of-year testing must be proctored by a MECK Pre-K provided and approved proctor. **No end-of-year testing may**  **take place without a proctor present.**

**5.4** 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.

**5.5** Instructional staff shall progress monitor and assess students using Mastery Connect at the designated period for each “Trimester” and consistently meet the NC Code of Ethics 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.

**5.6**  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 Mastery Connect report at least twice during each of the 3 trimesters).

* Site Administrator will review the TS GOLD (lesson plans and parent communication in the Family App), 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.

**5.7**  Classrooms may be allotted funding for field trips. If funding is provided the following applies:

1. Funds may 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 shallbe 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. If family members attend the field trip, they will be required to pay their own fee.
6. Site Administrator will work with the teachers to plan the use of field trip funds for the year by November 30th. Contact the assigned MECK Pre-K Success Coach or Admin Coach if you need support.
7. Site Administrator will submit the receipts for the field trip to MECK Pre-K finance office within **10 days** of the field trip, no later than May 20th.

**Policy Area 6-Family Engagement**

**Parent Conduct:**

**6.1** 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: Leadership Team, Site Support Manager, Site Administrator Coach, 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.**

**6.2** 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 and Greet (**Home Visits**) with the child and family.
   * 1. Meet and 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 and Greets must be held in person with each individual family.
     4. Teachers must submit their Meet-n-Greet schedule to their MECK Pre-K Success Coach at the designated timeframe.
     5. Teachers can conduct the “Meet-n-Greets” at the site or a neutral location for an individual family only if requested by family (Meet and Greets shall not be conducted at the site for the entire classroom).
3. Teachers must maintain the “**Parent Communication Log**” documenting **high need issues only** (behavior issues, lapse in reading logs, developmental concerns, consecutive absences, lack of 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.
   1. Teachers must follow the parent-teacher conference guidelines as outlined by MECK Pre-K.
   2. Teachers must document on the “Parent Communication Log” contact with families who refuse to attend the parent-teacher conference (inform the site administrator within **5 days** of the last conference date).
   3. Site Administrator shall set up a meeting with the family to review the Meet-n-Greet documentation that the family signed with the MECK Pre-K parent engagement requirements within 10 days of teacher informing you. Document the meeting with the family.
   4. Site Administrator, submit a referral to MECK Pre-K if you need additional support in working with the family
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 (with the help of the Family Engagement Specialist if desired).
   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.
   4. Site Administrators, contact the Admin Coach if you need support in implementing the family education workshops requirement.
6. Teachers will invite parents in for Classroom Events—opportunities to volunteer in the classroom and/or help out with special activities
   1. Teachers plan and invite families to volunteer in the classroom and/or school each trimester (i.e., read to students, share their job, attend a field trip, participate in a “Celebration of Learning”, etc.).
   2. Site administrators and teachers review the Family Engagement Report each trimester and work with families to encourage engagement.
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 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 “Family Engagement Report” and “Parent Communication Logs”)

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

**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.

**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 and non-compliance notices. Ensure the accuracy of all MECK Pre-K required documentation to **Avoid** **Falsification** of the following:
   * 1. Salary and all benefits paid at the designated timeframe (retirement, bonuses and health insurance for self-insured teachers)
     2. Child attendance records
     3. MECK Pre-K teacher/child ratio is maintained (**1:9**) unless otherwise specified by MECK Pre-K office
     4. Reimbursement requests and receipts including supplies purchased as needed for studies and replenishment of consumable items
     5. Lead and Assistant Teachers granted planning time daily (1.5 hours) without children
     6. Cleaning completed by Non-MECK Pre-K staff
     7. MECK Pre-K staff not providing wrap-around services during the 8-hour MECK Pre-K Day
     8. 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.
3. Teachers will collaborate with the Admin Coach who is responsible for site monitoring for signage on “Assurance Statements”.

**Note:** **Site monitoring check-ins will be conducted by the Admin Coach who is not assigned to the site administrator. Admin Coach who is assigned to the site administrator will provide coaching on all areas that have been identified as “Not Verified”.**

**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 County and Mecklenburg County.

**Teacher Evaluation:**

**7.4** Lead teachers who hold a bachelor's degree are required to implement all components of the NCDPI NC teacher evaluation process under the operation of MECK Pre-K.

1. Read all emails thoroughly and submit requested documentation by the due date.
2. Work collaboratively and respectfully with the MECK Pre-K evaluator and mentor (Success Coach).
3. Complete a self-assessment using the “Rubric for Evaluating North Carolina Teachers” by September 13th and/or within 20 days of completing the NC Teacher Evaluation training (form located on the “Connect Portal”).
4. Create, implement and meet all components (initial, mid-year and end-of-year) of a minimum of two PDP goals by the due date.
5. Present artifacts and/or evidence to support all standards and elements that are not observable and areas that are observable but cannot be noted during a classroom observation.
6. Attend and be actively engaged in the pre & post conferences and summative evaluation.
7. Consistently implement suggestions communicated by the evaluator and success coach into your instruction.
8. Sign off on all forms indicating that the classroom observation, pre & post conferences and summative evaluation have been completed by the evaluator.
9. Teachers will be evaluated on MECK Pre-K evaluation schedule based on their current NC Educator’s license held on their hire date and/or before December 1st.

**Note:** Teachers can access all evaluation documents on MECK Pre-K SharePoint within 24 hours of the post conference. MECK Pre-K Success Coach will mentor teachers who hold the BA/BS degree and hold less than a NC Continuing Educator’s License and MECK Pre-K Evaluators will mentor teachers who hold the NC Continuing Educator’s License.

**Grievance of the teacher evaluation process:**

1. Respectfully discuss areas of concern with the evaluator during the post conference.
2. Request and read the observation notes completed by the evaluator within **2** days of the observation.
3. Contact the MECK Pre-K Quality Assurance and Compliance Director via email with specific details if areas of concern have not been resolved and further clarification is needed.

**Note:** Classroom observations are a snapshot of 45 minutes or the period of the subject area/routine, including transitions. Results of the classroom observation and summative evaluation is not based on the results of the teacher’s evaluation from the previous school year nor the teacher’s self-assessment. The “Rubric for Evaluating North Carolina Teachers” will not be altered due to grievances. Signatures indicate that the pre & post conferences have been conducted by the evaluator per NCDPI requirements. Teachers who refuse to implement all components of the NC Teacher Evaluation will not be rehired in the MECK Pre-K program.

**7.5** Site Administrator shall monitor and support teachers through the evaluation process

1. Create a minimum of **two** school improvement goals for the center by **September 16th** (form located on the “Connect Portal.”)
2. Set up a meeting with the teachers to discuss the school improvement goals, the plan to achieve the goals and give them a copy of the goals by **September 30th** (what, who, timeline for check-ins to discuss the progress of completion, etc.).
3. Attend at least one post conference for each teacher.
4. Provide a substitute for teachers, so they may attend conferences with evaluators or conduct an observation in another classroom, if applicable.
5. Ensure that the administrator’s designee is aware of site visits from the evaluator.
6. Purchase materials needed for all Creative Curriculum studies.
7. Contact the evaluator if the teacher is absent due to sickness or has an emergency.
8. Monitor the classroom regularly to ensure that teacher is consistently implementing feedback from the evaluator (materials listed on the lesson plan are in the centers, classroom schedule and lesson plans are implemented, teacher/child interactions are positive and appropriate, meals are delivered to the classroom on time, family engagement requirements are communicated and implemented as outlined in the MECK Pre-K policy, etc.).
9. Communicate with the Teacher, Evaluator and Success Coach regularly.

**NC Licensure Process:**

**7.6** Lead teachers who hold a bachelor’s degree are required to hold or be eligible to hold a NC Educator’s License.

**A. Continuing License**

1. Lead Teachers already holding the Continuing (BK Standard Professional II – SPII) license must complete professional development or college courses each year. (Most MECK Pre-K PD hours are authorized to count as state approved CEUs).
2. Complete a minimum of 8.0 CEUs and/or 80 contact hours (3 CEUs – Subject Area; 3 CEUs – Literacy; 2 CEUs – General) within each 5-year cycle of a continuing license as mandated by NC State Board Policy.
3. Teachers must submit the “MECK Pre-K PD-Renewal Continuing License” form and copies of their training certificates to the MECK Pre-K office by **December 1st and April 30th** each year.
4. Give a copy of the updated license to your site administrator to submit to MECK Pre-K Finance office**.**
5. **Initial License**
   * 1. Maintain a rating of “Proficient” on the NC Teacher Evaluation summative for all standards.
     2. Complete the process to convert to the “NC Continuing License” through the NCDPI Licensure System upon receipt from the MECK Pre-K program.
     3. Give a copy of the updated license to your site administrator to submit to MECK Pre-K Finance office.
6. **Residency or Pending License**
   * 1. Complete the “Pre-service Checklist”.
     2. Complete a minimum of **six** semester hours of coursework annually with a grade of “C” as outlined by the official Plan of Study prescribed by the NC Educator Preparation Program (EPP) annually.
     3. Give a copy of the unofficial transcript to your site administrator by December 18th, May 20th, or August 15th with the grades and date of the course completed.
     4. Submit the application for the initial license to NCDPI Licensure system once all of the coursework on the official Plan of Study has been completed (discuss next steps with your assigned advisor and review the email issued by the EPP).
     5. Give a copy of the North Carolina Department of Public Instruction (NCDPI) Educator’s license to your site administrator within **five** days of receiving it from NCDPI.
     6. Site Administrator shall submit the teacher’s NCDPI Educator’s license to MECK Pre-K Finance office within **five** days of receiving it from the teacher.

**Policy Area 8-Amendment to Policies**

**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. Verbal warning and 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. Admin Coach will set up a meeting with the site administrator to provide coaching on the non-compliance policy.
3. MECK Pre-K leadership will conference with the Site Administrator on the third occurrence. MECK Pre-K will provide additional support as needed.

**2nd Step:**

With the fourth 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.

**A logo with text on it

Description automatically generatedAcknowledgement and Agreement of MECK Pre-K Policies:**

**Site Administrator:**

The signature below certifies that the Site Administrator who holds the Level III credential and administers the MECK Pre-K Program at the approved site has read the above Policies and agrees to follow and maintain the requirements daily.

Failure to comply with the Policies will result in non-renewal of the MECK Pre-K contract.

|  |  |
| --- | --- |
| **Name of Site:** |  |
| **Site Administrator Name (Printed)** |  |
| **Signature** |  |
| **Date** |  |

**Site Administrator Designee:**

The signature below certifies that the Site Administrator Designee who administers the MECK Pre-K Program in the absence of the Site Administrator at the approved site has read the above Policies and agrees to follow and maintain the requirements daily.

Failure to comply with the Policies will result in non-renewal of the MECK Pre-K contract.

|  |  |
| --- | --- |
| **Name of Site:** |  |
| **Site Administrator Designee Name (Printed)** |  |
| **Signature** |  |
| **Date** |  |

**A logo of a county

Description automatically generatedMECK PRE-K SITE APPLICATION**

**Academic Year: 2025-2026**

**Application Deadline: September 27, 2024**

**SITE INFORMATION:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | |
| Name of Site/School/Facility | | | | | | | | | |
| NC DCDEE License held by site: | | | | | | | | | |
|  | Star Rated License | | |  | | | |  | |
|  | Notice of Compliance (GS.110) | | | | | | | DCDEE Facility ID # | |
|  | Temporary License | |  | | | | | | |
|  | | | | | Title: |  | Administrator | | |
| Administrator Name | | | | | |  | Director | | |
|  | Other: | |  |
| Email Address: | |  | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | |
| Street Address | | | | | | | | | |
|  | |  | |  | |  | | |  |
| City | | |  | State |  | Zip Code | |  | |
|  | |  | | | |  |  | | |
| Phone Number |  | Fax Number | | | |  | Federal Tax ID # | | |

|  |  |  |
| --- | --- | --- |
| Site Classification *(select one)*: | | |
|  | Private For-Profit Child Care Center | |
|  | Private Non-Profit Child Care/Head Start | |
|  | Other: |  |

|  |  |  |
| --- | --- | --- |
| Has this Site previously been in contract with **MECK Pre-K**? | | |
|  | No, applying as a **NEW** site | |
|  | Yes, the site **has previously been in contract** as a MECK Pre-K Site | |
| *If yes, please indicate the reason for the change* | | |
|  | | |
| Please indicate if this site is an existing or previous **NC Pre-K Site**. | | |
|  | This Site is **NOT** an existing or former NC Pre-K site | |
|  | This site is an **EXISTING** NC Pre-K Site | *Please Note- Existing NC Pre-K sites are not eligible* |
|  | This site is a **PREVIOUS** NC Pre-K Site | |
| *If the site was previously an NC Pre-K site, please indicate the reason for the change* | | |
|  | | |

**REQUEST FOR MECK PRE-K CLASSROOMS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Spaces MECK Pre-K classroom, the space must be licensed for a* ***minimum*** *of 20 children.*  *Enrollment for a MECK Pre-K classroom will not exceed 18 children.*  *(1 Classroom= Maximum of 18 slots)* | | | | | |
| Total Number of Classroom Requested: | |  | Total Number of Slots Requested: | |  |
| Please provide the licensing/capacity information for the space(s) the site would designate as a MECK Pre-K class: | | | | | |
| Name and/or number identifying the space: | | | | Number of children licensed for this space: | |
| 1 |  | | |  | |
| 2 |  | | |  | |
| 3 |  | | |  | |
| 4 |  | | |  | |

**LICENSING HISTORY AND COMPLIANCE:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **YES** | **NO** |
| 1. | Within the last 18 months, has the Site been issued an **Administrative Action** from NC DCDEE? |  |  |
| *\*If yes, please explain:* | | | |
|  | | | |
| 2. | Within the last 18 months, has the Site received any violations and/or corrective actions related to **substantiated** child maltreatment allegations? |  |  |
| *If yes, please explain the requirements of the corrective action, how the site has or has not complied, and if the action has been completed to the satisfaction of NC DCDEE* | | | |
|  | | | |
| 3. | Within the last 18 months, has the Site had any **substantiated** licensing complaints? |  |  |
| *If yes, please explain:* | |  |  |
|  | | | |

**\*\*Documentation of actions, allegations, or complaints described above**

**must be submitted with the application\*\***

**ECERS-R EVALUATIONS:**

All MECK Pre-K classrooms selected for an evaluation using the Early Childhood Environment Rating Scale-Revised edition (ECERS-R) must earn a **minimum score of 5.0**

Please provide the date and score for the **most recent ECERS-R** assessment(s) conducted:

|  |  |  |
| --- | --- | --- |
| **Date of Assessment** | **ECERS-R score** | **N/A**- The site has not participated in an  ECERS-R assessment |
|  |  |
|  |  |
|  |  |
|  |  |
| *\*Submit a copy of each ECERS-R assessment report and score* | |

**SITE PERSONNEL:**

**Site Administrator**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | | |
| Highest Degree Earned: |  | | | |
| Major/Area of Study: |  | | | |
| Number of semester hours in Early Childhood: |  | | | |
| Total years of experience as an Administrator: |  | | | |
| **Administrator Credential: (choose one and submit documentation)** | | | | |
| NC Early Childhood Administrator Credential Level IIl | | NC Principal License | | |
| The Administrator **does not hold** the NC Early Childhood Administrator Credential Level IIl **Or** NC Principal License | | | | |
| **The Site Administrator holding either the NC Early Childhood Administrator Credential Level IIl or NC Principal License must work onsite at least 20 hours per week when the MECK Pre-K program operates.** | | | | |
|  | | | **YES** | **NO** |
| Will the Site Administrator be able to meet this requirement? | | |  |  |

**Teachers**

|  |  |  |
| --- | --- | --- |
| **Sites must comply with the minimum education, credential, and licensure qualifications outlined in the MECK Pre-K policies.** | | |
| Will the Site ensure that all MECK Pre-K classrooms located at the facility are staffed as outlined in the MECK Pre-K policies? | **YES** | **NO** |
|  |  |

**Teachers employed at the site:**

|  |  |  |  |
| --- | --- | --- | --- |
| Total number of teachers employed at the site: | | |  |
| Total education points awarded as of the most recent licensing visit? | | |  |
| **Teacher Education/Area of Study:**  Total number of Teachers currently employed holding… | **Total #** |  | **Area of Study** |
| Master’s degree |  |  |  |
| BA or BS Degree |  |  |  |
| Associate’s degree |  |  |  |
| 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 an NC Educator License | |  | | | | |
| Indicate the type of license(s) held: | | | | | | |
|  | Emergency License | | | | | |
|  | Residency License | | | | | |
|  | Continuing License | | | | | |
|  | Other: | | | | | |
|  |  | | | | | |
| 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, please describe: | | |  |  |  |  |
|  | | |  |  |  |  |

**Teacher Retention and Staffing**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | **Yes** | **No** |  | |
| Has the site had any teachers resign during the last 12 months? | | |  |  | If yes, how many? |  |
| Does the site have a written Teacher Retention strategy to encourage high-quality teachers to remain at the site? | | |  |  | If yes, please submit a copy of the written plan | |
| Does the site have “floaters”( staff members not assigned to a specific classroom) who are available to support teachers during the day? | | |  |  |  | |
|  | If yes, please indicate the number of floaters employed and their role.  *Submit documentation of employment of floaters.* | | | | | |
| Total floaters employed: | |  |  |  |  | |
| Roles of floaters: | |  | | | | |
| How will the site provide restroom breaks for the MECK Pre-K teachers? | | | | | | |
|  | | | | | | |
| How does the site provide classroom coverage when 2 or more staff members are absent? | | | | | | |
|  | | | | | | |

**Professional Development:**

Have you offered professional development for your teachers that DCDEE does not require 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 your site's last two professional development opportunities in the past 12 months* |

**MECK Pre-K facilitates professional development and Professional Learning Communities (PLC) during the school year. Scheduling information is provided in advance. Note: events are held within the contracted 40-hour week and are scheduled after the 6.5 MECK Pre-K instructional day, teacher workdays, and/or early release days.**

Can you guarantee that MECK Pre-K teachers will **only** participate in our required professional development unless required by NC Child Care Rule?

Yes  No

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, etc.)

|  |
| --- |
|  |

*\*Submit a copy of the agenda and/or minutes from the last two staff meetings.*

**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.*

Please describe any plans/strategies 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 are insubordinate?

|  |
| --- |
|  |

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

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

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.

|  |  |
| --- | --- |
| The 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 | |
| The site will guarantee wrap-around services for **All** MECK Pre-K students. | Yes  No |
| The site will guarantee wrap-around services for **some** MECK Pre-K students. | Yes  No |
| If yes, indicate 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 students? | | 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 teacher workdays (before CMS students can start school in August and throughout the school year? | Yes  No |
| Will after-school/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 on 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-around services and MECK Pre-K instructional staff in the same space?

|  |
| --- |
|  |

Describe your plan to ensure that the MECK Pre-K classroom has 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. | | | |
|  | | **Yes** | **No** |
| Is your site able to offer transportation services to MECK Pre-K students who need it? | |  |  |
| Is your site able to offer transportation services at no cost? | |  |  |
| Will your site **guarantee** transportation services for **All** MECK Pre-K students who need it? | |  |  |
| 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? |  | | |

**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. Assistant teachers are not to exceed working 40 hours per week without overtime pay unless for attending MECK Pre-K PLC meetings/training.  Daily Planning Time: 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. | | | | | | |
|  | | | **Yes** | | **No** | |
| **Will you guarantee that that planning time requirements will be met daily?** | | |  | |  | |
| Does your site provide planning time for teachers? | | |  | |  | |
| *If yes, please select the teaching staff that are provided planning time:* | | ALL instructional staff (lead and assistant teachers | Lead Teachers only | | | |
| How often is planning time provided? |  | | | | |  |
| If you do not currently provide planning time please indicate how you plan to meet this requirement: | | | |  | | |
|  | | | | | | |

**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 monitors 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 names of the teachers).* | |
| What policies are in place for dealing with teachers who are consistently late for work or frequently absent? | |
|  | |
| *\*Submit a copy of the employee handbook and highlight the section that relates to staff absences and tardiness for work.* | |

**Staff Evaluations:**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| The site administrator uses a performance tool to monitor and evaluate all lead teachers.  *\** ***Please submit a sample of the performance/evaluation tool and your monitoring schedule*** |  |  |
| The site administrator uses a performance tool to monitor and evaluate all assistant teachers |  |  |
| The site administrator conducts a post-conference with the lead teachers to review the evaluation |  |  |
| The site administrator conducts a post-conference with the assistant teachers to review the evaluation |  |  |

*Submit a copy of the summary of the last two post-conferences conducted with teachers (blackout 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 aligned 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?

If yes, list the names of the agencies

|  |
| --- |
|  |

Where at your site do 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.*

Do you guarantee that students will not be suspended or expelled from your site without approval from MECK Pre-K?

Yes  No

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 |

**Health Assessments:**

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

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 for 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.*

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | If yes, list agency/resource |
| Does your site provide free hearing screenings? |  |  |  |
| Does your site provide free dental screenings? |  |  |  |
| Does your site provide free vision screenings? |  |  |  |

**Supplies:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | If yes… |
| Consumables are accessible for classrooms as needed. |  |  | attach the most current order with consumables. |
| A system is in place for teachers to request consumable supplies and/or order supplies |  |  | 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. |  |  | 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. |

**Staff Compensation:**

|  |  |
| --- | --- |
| What is the highest compensation rate for a teacher at your site? |  |
| What is the lowest compensation rate for a teacher at your site? |  |

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

Yes  No

If yes, list the criteria for receiving the bonus.

|  |
| --- |
|  |

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

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

Teachers with a BK license or Preschool Add-On, Provisional BK, Initial Provisional Lateral Entry BK, Residency BK and Emergency BK, and Teacher Assistants are provided salary/wages, and a menu of benefits based on the NC Public School Salary Schedules and CMS Supplement.

Can you guarantee that all lead teachers employed in MECK Pre-K classrooms will be paid following the NC CMS Public School Salary Schedule, and receive health insurance, retirement at 3%, and life insurance? Teachers with 3 years of experience or higher will receive a 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 $17.16 per hours), receive health insurance, retirement at 3% of salary 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.*

**Curriculum and 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? | **Yes** | **No** |
| Site Administrator(s) |  |  |
| Lead Teacher(s) |  |  |
| 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? |  |  |
| 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? |  |  |
| 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? |  |  |
| Do you currently use a formative assessment at your site? |  |  |
| *If yes, please list the assessment used 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

**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.**

**Plans:**

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

Yes  No

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.**

|  |
| --- |
|  |

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.**

|  |
| --- |
|  |

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.**

|  |
| --- |
|  |

Do you provide a family handbook? *If yes, submit a copy of the family handbook*.  Yes  No

Will you guarantee that the teachers will only use the TS GOLD Family App to send communication(s) to families?  Yes  N

**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 the Charlotte-Mecklenburg School calendar and inclement weather closing/backup 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 8:00 am 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 tardy children?

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 the criteria:

The 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

The 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 requires that teachers eat during the scheduled 30-minute lunchtime 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 lounge?

Yes  No

If yes, please describe

*\*Submit photos of the staff lounge*

|  |
| --- |
| **MECK Pre-K Site Application Submission Checklist** |
| **The following documents must be submitted with the MECK Pre-K Site Application. Indicate included documents by marking each appropriate box.**   |  | | --- | | Completed and signed MECK Pre-K Site Application **(2 copies)** | | Copy of Marketing Strategy Plan **(if applicable)**  Copy of current Facility License  Summary of violations (Administrative Action, Substantiated Child Maltreatment or licensing complaint **(if applicable)**  Evidence of most recent ECERS-R Rating (ECERS-R Summary Report)  Document of Administrator Level III credential  Documentation of Teacher Education Points  Copy of Teacher Retention Strategy **(if applicable)**  Documentation of hired floater **(if applicable)**  Documentation of the agenda and minutes of the last two staff meetings **(if applicable)**  Policy of Ethical Behaviors for parents and teachers **(if applicable)**  Employee Manual (highlight the areas specified throughout the application)  Copy of the last two classroom observations -black out teacher name **(if applicable)**  Sample of the Performance and/or evaluation tool used for teachers **(if applicable)**  Summary of the post conference with teachers - black out teacher name **(if applicable)**  Contract/Agreement of cleaning crew or designated person **(if applicable)**  Last two paid receipts for carpet cleaning **(if applicable)**  Last two paid receipts for waxing the floors **(if applicable)**  Written process for gathering and implementing assessment goals **(if applicable)**  Policy for working with children who have challenging behaviors **(if applicable)**  Policy to prevent suspension/expulsion of children **(if applicable)**  Documentation on monitoring DCDEE child forms  Procedures to maintain child health assessments  Last two paid receipts for ordering consumables  Procedures for teachers to request and order consumables **(if applicable)**  Procedures for teachers to request materials for items that are broken **(if applicable)**  Procedures for teachers to use the copier at the site  Lesson plan(s) completed within the **last 30 days** verifying use of *NC Foundations for Early Learning and Development*  Procedures for monitoring formative assessments **(if applicable)**  Photos of stationery playground equipment on the playground for Pre-K children  Photos of outdoor centers on the playground for Pre-K children  Photo of entry pad to access the entrance of the site **(if applicable)**  Policy for families who request a tour of the site  Limited English Proficiency Plan **(if applicable)**  Family Engagement Plan  **(if applicable)**  Transition into Pre-K and into Kindergarten Plan **(if applicable)**  Parent Handbook **(if applicable)**  Proof of quality improvements  Proof of maintenance improvements  Photo of staff lodge | |  | |
| **SIGNATURES** |
| This application is complete and all information is accurate to the best of my knowledge. I understand that if any information is found to be false, the site will be deemed ineligible to participate in the MECK Pre-K Program. I have read and will abide by all MECK Pre-K Policies and Procedures outlined in this application, current NC Child Care Rules, including Section .3000 NC Pre-Kindergarten Services, and the MECK Pre-K Program Fiscal and Contract Manual.  I understand that there will be an announced and unannounced site visit to my program.  **\*Reminder: Approval as a MECK Pre-K site does not guarantee slots will be awarded. Slot allocations are determined based on several factors including (but not limited to): Mecklenburg County allocation for Pre-K services, the MECK Pre-K Standardized Site Selection Rubric, and 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 October 25, 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |