

Onslow County Partnership for Children

301 Northwest Drive, Jacksonville, NC 28546 Phone: 910-938-0336 Fax: 910-938-0068

www.onslowkids.org

NC Pre-K Site Application 2012-2013



Application Deadline:

Completed applications must be submitted to the Partnership office no later than
Monday, February 27, 2012, 5:00 PM.

Submit Original Application with Supporting Documents
No faxed or emailed copies will be accepted.

Onslow County
Partnership for Children



Together We Build Brighter Futures

NC Pre-K Application Packet

All completed applications are due at the Onslow County Partnership for Children's Jacksonville office by 5:00 PM on Monday, February 27, 2012

APPLICATION PURPOSE AND AVAILABILITY

NC Pre-K funds may only be used to support services for young children in the year prior to entering Kindergarten. Children served must reside in Onslow County. Sites will only be funded for a maximum of one year, from July 1, 2012 through June 30, 2013. All awards are contingent upon and subject to appropriation, allocation and availability of funding through the North Carolina State Legislature and the North Carolina Division of Child Development and Early Education.

APPLICATION REVIEW PROCESS

The NC Pre-K Committee reviews applications and votes to select sites. Information about approved sites is entered into the NC Pre-K Plan for Onslow County, as directed by the North Carolina Division of Child Development and Early Education. Once the Division approves the plan, local contracts may be awarded by the contracting agency. Final funding of slots is contingent upon approval of the budget by the North Carolina General Assembly.

Approval as a site for 2012-2013 does not guarantee that slots will be awarded to a site, only that a site is eligible to host slots. Slot allocations will be voted upon by the NC Pre-K Committee at a later date and are subject to change based on direction from the Division of Child Development and Early Education. Slot allocations will be made as soon as practically possible to give sites time to prepare for the school year.

While the primary consideration for the selection of sites and allocations of slots will be based on the needs of children and families in Onslow County, consideration is also given for existing NC Pre-K sites and continued employment for qualified NC Pre-K teachers. Expansion to new sites may occur if additional slots are available or based on identified needs to ensure that services are available for at-risk children.

APPLICATION DEADLINE

Completed applications must be received (not postmarked) by 5:00 PM on Monday, February 27, 2012 in the Jacksonville office of the Onslow County Partnership for Children, 301 Northwest Drive, Jacksonville, NC 28546. Applications received after the deadline may not be accepted for review. Send or deliver the original application with supporting documents. No faxed or emailed copies will be accepted.

APPLICANT ASSURANCES and REQUIREMENTS

- A. All approved sites will be required to send a representative to attend monthly Directors' Meetings and submit monthly attendance reports by the 5th day of each month and meet monitoring requirements as indicated in the NC Pre-K Program Requirements.
- B. The contract will be a purchase of services contract between the Onslow County Partnership for Children and the NC Pre-K site. Sites will be reimbursed monthly per slot (based on a minimum required attendance) per month up to the maximum allowable. Each applicant must agree to provide information requested, and must agree to participate in any audit or evaluation of NC Pre-K that is required by the North Carolina General Assembly or other state officials or agencies.
- C. The monthly slot reimbursement may be used to cover any operating expenses associated with the NC Pre-K classroom(s). In addition, these funds may be used for materials/equipment or facility improvements needed to comply with licensing requirements.

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- D. All NC Pre-K sites must provide their federal tax identification number to the contracting agency.
- E. The NC Pre-K site and classroom information, as submitted in the original site application for the contracted fiscal year will become an attachment to the contract, and such, will become part of the contract. Any changes to this document must be submitted to, and approved in writing by the Onslow County Partnership for Children.
- F. NC Pre-K teaching staff must meet criteria established in the NC Pre-K Requirements. The Division of Child Development and Early Education have final approval of all NC Pre-K teaching staff.
- G. NC Pre-K teaching staff members are considered "key personnel". Changes in key personnel must have prior written approval of the NC Pre-K contract administrator.
- H. All NC Pre-K teaching staff members are expected to participate in specified professional development provided by the Onslow County Partnership for Children.
- I. NC Pre-K lead teachers are required to complete at least one home visit for each child annually. Teachers are expected to conduct parent/teacher conferences twice a year to follow beginning and end of year assessments.
- J. Health screenings including vision, physical and immunizations must be completed within 30 days of the child's enrollment. Dates of individual child health assessments, completed and signed by a licensed physician within 12 months of the current school year, must be reported to the Onslow County Partnership for Children within 30 days of enrollment.
- K. NC Pre-K sites are required to participate in individual child assessments. Developmental assessments must be completed by October 15 and May 15. Children entering the program after October 15 must have a developmental assessment within 30 days of enrollment. All assessments (health and developmental) must be documented and sent to the Onslow County Partnership for Children for entry in NC Pre-K KIDS.
- L. NC Pre-K sites must comply with all statutory and administrative requirements for protection of children, including without limitation, reporting suspected child abuse, neglect or dependency as defined by G.S. Section 7B-101.
- M. Non-public school site personnel, including directors and classroom staff, will be required to participate in the Early Educator Licensing Support and Professional Development (EESLPD) program as determined by the North Carolina Division of Child Development and Early Education.

This signature certifies that the applicant has read the assurances and requirements and agrees to follow the requirements should this application be approved by the NC Pre-K Committee to be a NC Pre-K site.

Site Administrator Signature

Date

QUESTIONS AND TECHNICAL ASSISTANCE

A copy of the NC Pre-K Requirements can be found by visiting the following web address:

http://ncchildcare.dhhs.state.nc.us/pdf_forms/NCPre-KProgramReq8242011.pdf .

You may contact Rachel Nelson at (910) 577-3357 if you have questions or need help completing this application.

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SITE INFORMATION		
Name of Site/School:		
Child Care License Number:	Star Rating:	
Administrator Name:	Administrator Title:	
Email Address:		
Street address:		
City:	State:	Zip Code:
Phone Number:	Fax Number:	
Site Classification (Check One):	<input type="checkbox"/> Private Non-Profit Child Care Center <input type="checkbox"/> Private For-Profit Child Care Center <input type="checkbox"/> Public School	
Federal Tax ID #:		
School District in which the child care center is located:		
<input type="checkbox"/> Bell Fork Elementary	<input type="checkbox"/> Meadow View Elementary	<input type="checkbox"/> Sand Ridge Elementary School
<input type="checkbox"/> Blue Creek Elementary	<input type="checkbox"/> Morton Elementary	<input type="checkbox"/> Silverdale Elementary
<input type="checkbox"/> Carolina Forest Elementary	<input type="checkbox"/> Northwoods Elementary	<input type="checkbox"/> Southwest Elementary
<input type="checkbox"/> Dixon Elementary	<input type="checkbox"/> Parkwood Elementary	<input type="checkbox"/> Stateside Elementary
<input type="checkbox"/> Hunters Creek Elementary	<input type="checkbox"/> Queens Creek Elementary	<input type="checkbox"/> Summersill Elementary
<input type="checkbox"/> Jacksonville Commons Elementary	<input type="checkbox"/> Richlands Elementary	<input type="checkbox"/> Swansboro Elementary
SLOT INFORMATION		
Is your facility an existing NC Pre-K Site? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Number of slots allocated for NC Pre-K for 2011-2012 school year (if applicable):		
If an existing NC Pre-K site, is the site requesting to:	<input type="checkbox"/> Maintain number of slots from 2011-2012	
	<input type="checkbox"/> Increase number of slots (by how many: _____)	
	<input type="checkbox"/> Decrease number of slots (by how many: _____)	
	<input type="checkbox"/> Not applicable	
Number of Slots Requested:	Number of Pre-K Classrooms Requested:	
If existing site is requesting an <i>increase</i> in slots, OR if a new site, please complete the following:		
Number of new slots that are available due to facility expansion or empty rooms		
Number of new slots in school age classroom(s) that are vacant during school hours		
Number of new slots in existing four-year-old classroom(s)		
Number of new slots in room(s) currently occupied by an age group other than four-year-olds		
Estimated Number of children currently enrolled at site who will age eligible for NC Pre-K (four-years-old on or before August 31, 2012):		
PROGRAM INFORMATION		
NC Pre-K sites must operate within facilities holding a 4 or 5 star license from the NC Division of Child Development and Early Education. <input type="checkbox"/> Currently Meet <input type="checkbox"/> Do Not Meet		
If not currently meeting, explain plan and timetable to meet criteria:		

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NC Pre-K sites must offer a day of 6 and ½ hours to 10 hours each day per the NC General Assembly.

Currently Meet Do Not Meet

If not currently meeting, explain plan to meet criteria:

Teachers with BK or Preschool Add On licensure and Teacher Assistants with an AAS in EC or CDA are paid a compensation package comparable with public school teachers. [See NC Pre-K Requirements for more information]

Currently Meet Do Not Meet

If not currently meeting, explain plan to meet criteria:

Are Lead Teachers and Teacher Assistants receiving a benefits package at a level with the public school system? [See NC Pre-K Requirements for more information] Yes No

If no, explain your plan to meet required teacher compensation packages:

NC Pre-K policy requires that sites must demonstrate that they are accessing other resources to help cover expenses for the NC Pre-K Program. List other resources used to cover expenses (grants, in-kind from facility, CACFP, etc.):

Sites must provide breakfast and/or snacks and lunch meeting USDA requirements during the regular school day.

Currently Meet Do Not Meet

If not currently meeting, explain plan to meet criteria:

Instructional staff members require additional time outside of the day-to-day instructional experiences for related instructional activities, including time for planning, scheduling and conducting home visits, meeting with children's families, and/or attending required professional development activities. Currently Meet Do Not Meet

If not currently meeting, explain plan to meet criteria:

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NC Pre-K classrooms must score a **minimum of 5.0** on the Early Childhood Environment Rating Scale Revised (ECERS-R). Provide your last ECERS-R score(s) and the date of assessment(s):

NC 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. Currently Meet Do Not Meet

If not currently meeting, explain plan to meet criteria:

Some children with Individualized Education Plans (IEP's) may require smaller class sizes with less than 18 children or ratios smaller than 1:9 as part of their educational plan. Would your site be financially able to offer a smaller class size or lower ratio for children with these types of special needs?

Yes No

NC Pre-K classrooms must use an approved curriculum. Check the approved curricula currently used in your facility:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> The Creative Curriculum for Preschool, 4 th or 5 th Edition | <input type="checkbox"/> The Empowered Child, Childtime, 2 nd Edition | <input type="checkbox"/> HighScope Preschool Curriculum | <input type="checkbox"/> Opening the World of Learning (OWL) |
| <input type="checkbox"/> Passports: Experiences for Pre-K Success | <input type="checkbox"/> Tutor Time LifeSmart | <input type="checkbox"/> Explorations with Young Children: A Curriculum Guide from the Bank Street College of Education | |
| <input type="checkbox"/> An approved curriculum is currently not used. | | | |

NC Pre-K classrooms are required to conduct ongoing assessments to gather information about each child's growth and skill development, as well as inform instruction. Check the assessment instrument currently used by your facility:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> HighScope Preschool Child Observation Record (COR) | <input type="checkbox"/> Work Sampling System | <input type="checkbox"/> Learning Care System | <input type="checkbox"/> Galileo On-line Assessment System |
| <input type="checkbox"/> Learning Accomplishment Profile – 3 rd Edition (LAP-3) | <input type="checkbox"/> Creative Curriculum Developmental Continuum, Ages 3-5 & Teaching Strategies Gold | <input type="checkbox"/> No assessment instrument is currently used. | |

All children enrolled in NC Pre-K must receive a developmental screening using an approved screening instrument, unless the child has an existing Individualized Education Program (IEP). Check the developmental screening instrument currently used by your facility:

- | | | |
|---|--|---|
| <input type="checkbox"/> Ages & Stages Questionnaires, Third Edition (ASQ-3) or Ages & Stages Questionnaires (ASQ) | <input type="checkbox"/> Parents' Evaluation of Developmental Status (PEDS) | |
| <input type="checkbox"/> Developmental Indicators for the Assessment of Learning, Third Edition (DIAL-3) or Fourth Edition (DIAL-4) | <input type="checkbox"/> Brigance Early Childhood Screen II or Preschool Screen II | <input type="checkbox"/> No developmental screening instrument is currently used. |

NC Pre-K sites may not charge fees to parents unless a fee has been approved by the NC Pre-K committee. Is your site willing to abstain from charging parents any fees not approved by the committee? Yes No

NC Pre-K sites shall develop a comprehensive plan for family engagement to implement strategies designed to develop partnerships with families and build reciprocal relationships that promote shared decision-making. **What strategies have you used to encourage family engagement?** (if you have a written family engagement plan, please submit a copy).

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Children eligible for NC Pre-K and deemed "at-risk" based on DCDEE definition may not have access to transportation. NC Pre-K sites may need to offer transportation for families without a means to transport their child to/from pre-k. Is your site able to offer transportation services to children (a small fee *may* be approved by the NC Pre-K Committee)? Yes No

What support would be needed for your site to offer transportation services?

Children eligible for NC Pre-K and deemed "at-risk" based on DCDEE definition may have identified disabilities or behavioral challenges. Children with identified disabilities or behavioral challenges may not be expelled from the program. Is your site willing and able to serve children with disabilities or behavioral challenges?

Yes No

What support is needed for your site to successfully serve children with disabilities or behavioral challenges?

ADMINISTRATOR INFORMATION

Highest Degree Earned:

Major:

Number of Semester Hours in Early Childhood:

Number of Years Experience as an Administrator:

Administrator Credential (check one):

NC Early Childhood Administrator Credential I

NC Early Childhood Administrator Credential II

NC Early Childhood Administrator Credential III

Working toward NC Early Childhood Administrator Credential

Principal Certification

Please specify level: I II III

Note: Administrators who do not have the NC Early Childhood Administrator Credential III will need to provide documentation of coursework toward obtaining the NC Early Childhood Administrator Credential III.

TEACHER INFORMATION

NC Pre-K Lead teachers must hold a minimum of a Bachelor's degree in early childhood, child development, or related field (human development and family studies, elementary education, or psychology) from a regionally accredited college or university, and be working toward a B-K License or eligible for a NC Initial Provisional Lateral Entry B-K License; **or** A North Carolina K-6 license and provisional Preschool Add-on license; **or** Another North Carolina or other state's license and a NC Provisional B-K license.

NC Pre-K Assistant teachers must hold a minimum of a Child Development Associate (CDA) or an Associate's Degree from a regionally accredited college or university in Early Childhood Education or a closely related field.

NC Pre-K sites must employ staff who meet these minimum qualifications. Is site willing to ensure NC Pre-K classrooms are staffed appropriately?

Yes No

Continue to next page.

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TEACHER INFORMATION FOR EXISTING SITES/CLASSROOMS	
Please complete this section for each NC Pre-K Lead Teacher and Assistant Teacher (make additional copies as needed)	
Site:	Classroom:
Teacher Name:	Position: <input type="checkbox"/> Lead Teacher <input type="checkbox"/> Assistant Teacher
Does lead teacher hold B-K or Preschool Add-On teaching license?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does assistant teacher hold a minimum AA in ECE or a CDA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If no, will lead teacher or assistant teacher have made adequate progress (minimum of 6 semester credit hours and/or enrollment with the NC Early Educator Support, Licensure and Professional Development Unit) to be eligible for continued employment as an NC Pre-K teacher or assistant for 2012-2013? <input type="checkbox"/> Yes <input type="checkbox"/> No	

TEACHER INFORMATION FOR EXISTING SITES/CLASSROOMS	
Please complete this section for each NC Pre-K Lead Teacher and Assistant Teacher (make additional copies as needed)	
Site:	Classroom:
Teacher Name:	Position: <input type="checkbox"/> Lead Teacher <input type="checkbox"/> Assistant Teacher
Does lead teacher hold B-K or Preschool Add-On teaching license?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does assistant teacher hold a minimum AA in ECE or a CDA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If no, will lead teacher or assistant teacher have made adequate progress (minimum of 6 semester credit hours and/or enrollment with the NC Early Educator Support, Licensure and Professional Development Unit) to be eligible for continued employment as an NC Pre-K teacher or assistant for 2012-2013? <input type="checkbox"/> Yes <input type="checkbox"/> No	

TEACHER INFORMATION FOR EXISTING SITES/CLASSROOMS	
Please complete this section for each NC Pre-K Lead Teacher and Assistant Teacher (make additional copies as needed)	
Site:	Classroom:
Teacher Name:	Position: <input type="checkbox"/> Lead Teacher <input type="checkbox"/> Assistant Teacher
Does lead teacher hold B-K or Preschool Add-On teaching license?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does assistant teacher hold a minimum AA in ECE or a CDA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If no, will lead teacher or assistant teacher have made adequate progress (minimum of 6 semester credit hours and/or enrollment with the NC Early Educator Support, Licensure and Professional Development Unit) to be eligible for continued employment as an NC Pre-K teacher or assistant for 2012-2013? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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SITE INFORMATION FOR PARENTS

The following information will be included in the child acceptance packet.

NC Pre-K sites must provide a Pre-K program for a regular school day (6.5-10 hours per day Monday –Friday) for 180 instructional days per school calendar year. What hours will your site operate?

Start Time:

End Time:

Customarily, parents 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 NC Pre-K before the child would need to enroll in a before and/or afterschool program?

Earliest Drop-off Time:

Latest Pick-up Time:

Wraparound Care – This is for informational purposes only. NC Pre-K does not fund wraparound care, however many parents need to base their site preferences on whether or not they have access to extended care when the NC Pre-K program is not operating. We will provide this information to parents during the enrollment process. Parents are informed that availability of extended care and rates charged are at the sole discretion of the site administrator, and rates and/or availability are subject to change.

Will your site offer wrap-around care for before and/or afterschool and on days when NC Pre-K is not in session?

Yes No

What do you typically charge for wraparound care? _____

Do you charge separately for morning and afternoon care? Yes No

If yes, please explain: _____

What are your daily rates for school breaks? _____

PLEASE NOTE: Fees collected for wraparound care are additional income for the site.

ADDITIONAL REQUIRED DOCUMENTS

The following documents, at a minimum, must be submitted with the NC Pre-K Site Application. Mark each box preceding each document to indicate inclusion in the application submission packet.

- Completed NC Pre-K Site Application
- Policy/ Plan to Communicate w/ Non-English Speaking Parents
- Staff Benefits Summary and Compensation Schedule/Scale for NC Pre-K positions
- Religious Activity Isolation Policy or Plan (see NC Pre-K Requirements for more information)

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 NC Pre-K Program.

Site Administrator Signature

Date

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Send completed application to:
Onslow County Partnership for Children
ATTN: Sara Cariaso
301 Northwest Dr.
Jacksonville, NC 28546

★ ★ ★ COMPLETED APPLICATIONS ARE DUE BY 5:00 PM ON MONDAY, FEBRUARY 27, 2012 ★ ★ ★

FOR OCPC USE ONLY

Date Received _____ Received By _____

NC Pre-K Committee Decision: Approved Not Approved

NC Pre-K Committee Signature

Date

OCPC Signature

Date