**Cabarrus Partnership for Children**

**2025-2026**

**NCPK Implementation Processes**

1. **Outreach**- Beginning in January- Tuesdays and/or Thursdays Lissy and TeeTee alternate going into the community to outreach as businesses, parks and apartments.

* Outreach and advertising
  + - Community Visits (Businesses, parks, neighborhoods, etc.)
    - Social Media Blast (Starting in Dec to start taking apps in Jan)
    - Public Schools send out information (connect Ed, flyers, etc.)
    - Recruit at Community Events

1. **Partnership and Committee Responsibilities (July-June)**

* Appoint site-selection committee to approve sites for the new contract cycle.
* Approve Local Plan
  + Contracting agency
  + Written Suspension & Expulsion Plan
  + Written Family Engagement Plan
  + Written ESL Plan
  + Written Transportation Plan
  + Written Transitions Plan
  + Review Inclement Weather Policy
  + Review Plan for health consultation
* Review State Contract
* Review Budget
* Sign Section 1 Assurances
* Slot allocations – Late May-Early June depending on State Contract
* Enter committee and contact info into NCPK Plan

1. **Site Selection**-(Dec-March)

* Site Information meeting November 5, 2025, for the 2026-2028 contract cycle.
* Site Selection Committee convene on Feb. 5 (Training)
  + - Site selection process February 4, 2026- March 11 2026
    - Site recommendations to Committee on March 18th at regular committee meeting
    - Sites will be notified the first week of April.

1. **Child Applications** taken between January 1- November 15th

* Applications turned into office via, JotForm, email, drop boxes, fax and in-person.
  + Applications processed and added to active waitlist when complete after 1st and 2nd audit)
  + Parent given screening appointment (1st round to be done late May)

1. **Files processed and data entered in NCPK App** (when file is complete)

* 1st file assembled and audited to determine eligibility
* 2nd file audit (Determine TNAF and NON-TANF, closest location)
* Data entered NCPK App (Eligibility) –generate scorecard
* Sort for 1st round placements from spreadsheet (according to eligibility (TANF/Non-TANF) and closest)

1. **Head Start Dual Funding File 2nd Audit**
   * Head Start files due to CPFC by July 17, 2025
2. **Screening Planning (April-May)**

* Coordinate with CCS and KCS (if possible)
* Start planning for placement at screening
* Child files sorted by site according to eligibility and first round allocations
* Determine how many contract staff are needed for screening and placement.

1. **Screening and Placement**

* Schedule screening appointments at 10 every 45 minutes (?)
* Family Questionnaires
* Sign up for Dolly Imagination Library
* Placement offered after screening complete if no significant concerns
  + Files organized by site and eligibility status
  + Placement option offered to families according to priority list for each site. Lowest income families are given priority.
  + Waitlist letter for families not offered 1st round
  + Double-check the number of confirmed placements for all sites.
* Week after placement week,
  + Resort files and waitlist
  + offer placement via phone for any spots not filled from priority list for each site (only if file is complete with Dial and screenings)
  + Copy Dial forms for office file
  + Copy files for sites-Original Dial placed in site file
* Planning for 2nd screening event (early July)
  + Follow process for initial apps and scheduling
  + Second Round of Screening in Mid-July or early August?
    - Coordinate with CCS and RCCC, KCS and CHS (Dental)
* Second Round Slot Allocation-July Meeting (based on current waitlist)
  + Placement for remaining slot allocations from waitlist

1. **NCPK Plan App (May-August)**

* Update Committee Information
* Enter child information into NCPK Kids (Placement)
* Site Information
  + Administrators (From collected documentation)
  + Teachers (From collected documentation)
  + Children (NCPK Kids)
  + Site year end dates
  + Classroom info (#children, payment rates)
* Section II Signatures (All site Administrators)

1. **Child Files- Sent to NC Pre-K Site each child is assigned to.**

* Child files for each site are copied.
* Original Dial Record Sheet is included with the file (copy is put in office file)
* Second signature file audit for McKnight dual funded slots in June

1. **Site Administrator’s New Year Orientation-** 
   * June 24, 2025
2. **NCPK Site Staff Training and Orientation (August)**

* NCPK Guidelines and Requirements
* Local Guidelines and Requirements
  + Suspension and Expulsion
  + Family Engagement
  + Working with ESL Families
  + Transitions
* Curriculum and Assessment
  + CC and TSG
* Attendance Requirements and Procedures

1. **Attendance and FSRs**

* Attendance forms due from sites by 11:00am last attendance day of the month.
* Attendance for each site entered NCPK Kids App
  + Reports printed, signed by Program Manager
  + Site Admins to DocuSign reports by deadlines given
    - 2nd signature forms must be on file
    - Reimbursement packets sent to DCDEE for payment
* Attendance forms filed at CPFC office
* FSR’s Due to DCDEE by 10th of each month
* Termination forms turned in by sites ASAP
* New children added to attendance sheet by site staff

1. **Staff Development**

* Curriculum and Social-Emotional offered through-the school year
* Teaching Strategies Gold offered by DCDEE online
* LETRS Training as required by North Carolina law.

1. **Site Monitoring**
   * Site monitoring Tools due by Oct. 15
   * Scheduled site monitoring visits Nov-Jan
   * Monitoring Review Completed by onsite, virtual or desk review by Jan. 15th
   * Unannounced site visits are made throughout the school year as needed.
   * Kindergarten Transition parent meetings in April
   * Ongoing classroom support and teacher coaching Aug- June