**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