



# Making Changes to NC Pre-K Plan 2015-2016 USER GUIDE

July 2015



<https://maf.ad.unc.edu/ncprekplan1516/login.aspx>



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Note: The screen shots in this User Guide were made in the test environment. The web address listed on each screen shot is not the one you will use.



## New Items:

1. Website address: <https://maf.ad.unc.edu/ncprekplan1516/login.aspx>
2. Any Principal/Director listed as "Interim" or Director that has less than an "Administrator III Credential" or a Principal that has less than a "Principal License" in the 14-15 Plan did not roll forward in the 2015-2016 Plan.
3. Updates to the Child Care License Number and Star Rating require a Change Request.
4. The 2015-2016 Plan includes a changes on the Teacher Add /Change Request Process. These changes include:
  1. Teachers are no longer a part of a classroom.
    - a. Teachers are now independent of the classroom.
    - b. They are placed into classrooms after approval, but a classroom does not have to exist in order to create a teacher position.
  2. A teacher does **not** require a change request (CR).
    - a. The new Teacher CR and the Change Credentials CR have been removed from the Plan (**NO LONGER EXIST**).
    - b. The only change request for teachers is when you want to place them into a classroom that they are not automatically qualified for (Ex. Lead & Long Term Substitute Leads in Private sites all require a change request).
  3. At the top of the screen a new subtopic tab has been added, "Teachers" that will link you to the Teacher List page. This list will contain all the teachers for a contract, whether they are in a classroom or not. All changes related to the teacher will be initiated via this tab (i.e. name changes, credential/licensure/education changes, classroom changes, teacher type changes and teacher demographics).
  4. Teacher Education
    - a. You can now add multiple "earned" degrees/credentials/licensures for a teacher.
    - b. You can also now include degrees/credentials/licensures that a teacher is currently "working on."
  5. Teacher Classroom Assignment Change Request
    - a. There are two sections for a change request – the Requested information filled in by the contractor and the Approved information filled in by DCDEE.
    - b. The teacher information is displayed in read-only form below the CR. If you need to edit the teacher information prior to submitting your CR, you can click on "Edit Teacher"; make necessary changes and click on Classroom Assignment CR to complete and submit your existing CR.
  6. Classroom Screen Changes
    - a. You can **NO LONGER** do a teacher "name change", "teacher credential change" or "move teacher" from this screen location.



## Important Notes:

1. You are in control of your direct service funds. You can serve additional children using unspent direct services funds, since you are not limited to a certain number of children.
2. The ten months of service is determined by you on the Planning - Child worksheet, and can be different by site or classroom.
3. You can only remove a site with no classrooms. You can only deactivate a classroom with no children in it. Exit Teachers first.
4. If a site/classroom has served NC Pre-K children at any time during the school year, it will not be removed from the Plan.
5. If a teacher credential change should result in a reimbursement rate change it will require a 2 step process. First you must edit the exit date for the teacher. The initial classroom history entry / exit dates should reflect the time frame prior to the effective date of the new credentials (ex. 7/1/2015 - 6/6/2016 would change to 7/1/2015 - 12/31/2015). Then in the second step you must update the credentials (B-K /Pre-K/K Standard Prof I, date earned: 1/1/2016) and save; then (private site) do a Classroom Assignment CR with the entry/exit dates (according to example) as 1/1/2016 - 6/6/2016. This will allow the reimbursement to change accordingly to coincide with the new teacher qualifications. If the credential effective date is same as the start date (ex. 7/1/2015) then you must contact Sharon R. Johnson @ DCDEE to delete the teacher classroom assign from the Classroom History and then reassign the teacher with the new credentials.
6. Telephone number format is (xxx) xxx-xxxx. Fax number format is (xxx) xxx-xxxx.
7. If you click on the calendar icon to select a date and the date does not populate on your screen, then manually type the date into the field.
8. Child numbers are effective the first day of that month.



## List of Changes & Approvals Required

NCPre-KPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
Committee	Co-Chairs Information	Plan Administrator	Automatic	18-19
	Other Designated Members			
	Other Representatives			
Contract Information	Contract Agency Name	State Office - <a href="mailto:sharon.johnson@dhhs.nc.gov">sharon.johnson@dhhs.nc.gov</a>	New Contract to be issued	n/a
	Contract Agency Type			
	Contract Federal Tax ID			
	Contract Agency Address, Phone Numbers, & Fiscal year	Plan Administrator	Automatic	20
	Contract Administrator Name & Information			
	Program Contact Name & Information			
	Fiscal Administrator Name & Information			
Additional Contact, Name, Phone, & Email address	Plan Administrator	Automatic	21	



## List of Changes & Approvals Required (cont)

NCPre-KPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
Site	Site Type, LEA #, & Phone Numbers	Plan Administrator	Automatic	23-24
	Site Name	State Office - <a href="mailto:sharon.johnson@dhhs.nc.gov">sharon.johnson@dhhs.nc.gov</a>		23-24
	Current Star Rating , Child Care License # & Site address	Plan Administrator	Change Request/Administrative letter	23-24
	Remove a Site	Plan Administrator	Change Request / Administrative Letter Note: If a site/classroom has served NC Pre-K children it will not be removed from the Plan.	32
	Add a New Site	Plan Administrator	Change Request / Administrative Letter if # of children served remains same; Contract Amendment if DCDEE changes amount direct services funds. New signature required on Section II of Plan.	29-31



## List of Changes & Approvals Required (cont)

NCPre-KPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
Principal/Director	Title, name, and email of Principal/Director (name change only, not new person)	Plan Administrator	Change Request / Administrative Letter (New signature not necessary with existing sites)	25-26
	Phone Numbers	Plan Administrator	Automatic	25
	Type, Highest Degree and Major, Credential or Working on Credential Program, Working on Degree Program and Major	Plan Administrator	Change Request / Administrative Letter	25,27
	New Principal/Director	Plan Administrator	Change Request / Administrative Letter (New signature not necessary with existing site)	25,28



## List of Changes & Approvals Required (cont)

NCPre-KPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
Classroom	Curriculum, Developmental Screening, Ongoing Assessment Tools, & NC Pre-K Hours of Operation	Plan Administrator	Automatic  DCDEE if choice not listed or classroom hours less than 6.5 hrs.	33-34
	Max. Approved Class Size & Year Designated NC Pre-K	State Office - <a href="mailto:sharon.johnson@dhhs.nc.gov">sharon.johnson@dhhs.nc.gov</a>		33,35
	Remove a Classroom	Plan Administrator	Automatic: however a classroom cannot have any child numbers, teachers, or service.	52
	Add New Classroom	Plan Administrator	Change Request / Administrative Letter if # of children served remains same. Contract Amendment if DCDEE changes amount direct services funds.	33, 42-44



## List of Changes & Approvals Required (cont)

NCPRE-KPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
Teacher	Name of Teacher (name change only, not new person)	Plan Administrator	Change Request / Administrative Letter	33, 36
	Race / Ethnicity, Entry Date, Exit Date	Plan Administrator	Automatic (exit date should be entered only if Teacher leaves the classroom)	33, 37
Teacher (cont)	Teacher Type, Highest Degree & Major, Degree Working on & Major, License/Credential, NCLB Exception, Working on Licensure/ Credentials, Working on Degree Program & Major	Plan Administrator	Change Request / Administrative Letter	33, 38



## List of Changes & Approvals Required (cont)

NCPre-KPlan Section	What's Changing	Who Can Change It	Approval Required	See Page #
Teacher (cont)	Remove a Teacher	Plan Administrator	Automatic (use exit date)	33,37
	Add a New Teacher	Plan Administrator	Change Request/ Administrative Letter	33, 39
	Move Teacher	Plan Administrator	Automatic	33, 41
Budget	Direct Services, Administrative Services & Start-up Allocation	State Office - <a href="mailto:sharon.johnson@dhhs.nc.gov">sharon.johnson@dhhs.nc.gov</a>		n/a
	Estimated Other Resources	Plan Administrator	Change Request/ Email Approval	54
	Planning - Children Served	Plan Administrator	Automatic	45-47
	Planning - Rates	State Office  Plan Administrator	Automatic	45, 48-51

## Logon

Go to: <https://maf.ad.unc.edu/ncprekplan1516/login.aspx>

Web address for 2015-2016 NCPre-KPlan. If you haven't already made it a favorite, you should.

System Messages

The NC Pre-K Plan for 2012-2013 is currently being created and set up for the new year. It will be available for contractors soon.

The System Administrator has temporarily disabled access to the site.

Logon Id:

Password:

Logon

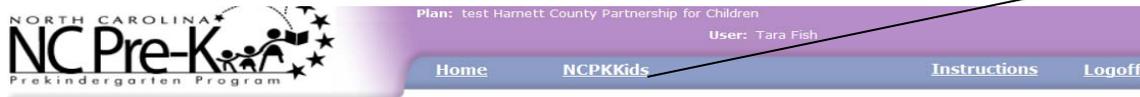
This is the Underscore key between NCPre-KPlan and 1516.

Enter your NCPre-KPlan Log on Id and Password. Use what you've been using all along.

If you don't have access, please contact Cedric Booth at (919) 527-6505 or [cedric.booth@dhhs.nc.gov](mailto:cedric.booth@dhhs.nc.gov) or Rachel Kaplan at (919) 527-6548 or [rachel.kaplan@dhhs.nc.gov](mailto:rachel.kaplan@dhhs.nc.gov)

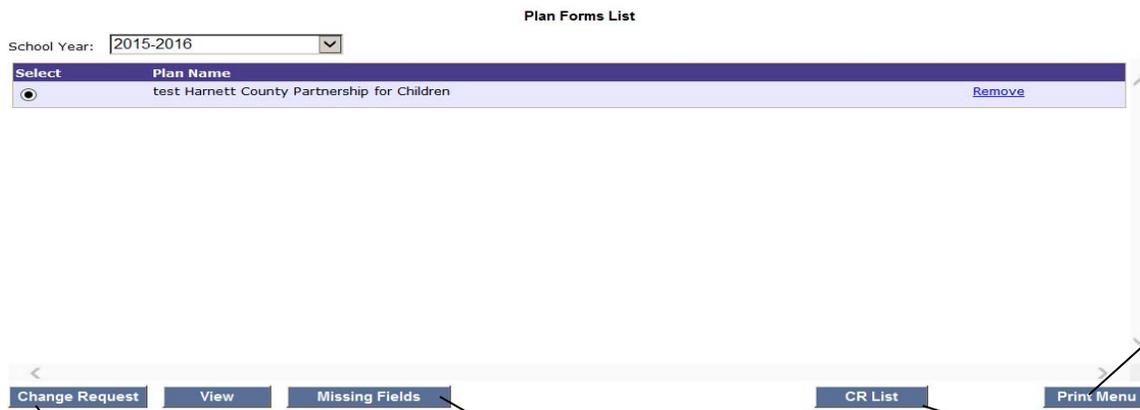
# Home Page

## Welcome to your Home



The logo for the North Carolina Pre-K Kindergarten Program is on the left. The navigation bar on the right contains the following items: Plan: test Harnett County Partnership for Children, User: Tara Fish, Home, NCPKKids, Instructions, and Logoff.

Click here to go directly to NCPre-KKids from Plan Forms List page.



The interface shows a dropdown menu for 'School Year' set to '2015-2016'. Below it is a table with the following content:

Select	Plan Name	
<input type="radio"/>	test Harnett County Partnership for Children	<a href="#">Remove</a>

At the bottom of the interface are several buttons: Change Request, View, Missing Fields, CR List, and Print Menu.

PRINT MENU allows you to print your approved Plan and other reports. Change requests do not show in printed Plan until approved.

**VERY IMPORTANT**  
The only way to change the Plan is to click CHANGE REQUEST.

To complete missing information in the 2015-2016 NCPre-KPlan, click "Missing Fields" to see the screen shown on page 14.

**VERY IMPORTANT**  
To access all Change Requests click CR LIST. See page 55.

## Complete Missing Site / Classroom Data

Initial Log on to 2015-2016 NCPre-KPlan will open this screen for Missing Fields. To leave this page and return to another page in 2015-2016 NCPre-KPlan, click Home.

Beginning of Year Missing Information

Use this page at beginning of year to enter site Year End Date for NC Pre-K services.

### Missing Site Information

Enter the site year end date for NC Pre-K services and then click save. Also use this screen to submit Principal Change Requests for principals who do not meet current qualifications.

County	Site	Missing Information	Star Rating Change	Principal Change	Year End Date for NC Pre-K Services
Montgomery	Candor Elementary	Site does not have an end of year date.			<input type="text"/>
Montgomery	Little Friends of Troy	Site does not have an end of year date. Principal is missing.		<a href="#">Update</a>	<input type="text"/>

Note: To complete teacher data for each classroom, click the "Teacher Placement" button below; this will take you to the page to retain, exit or move teachers as needed.

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Missing Site Information, which can include Missing Site End Date, Non Licensed Sites and Principal/Directors with qualification issues must be resolved.

1. **Site Year End Dates** - Refer to Step 3 in Step by Step Guide.
2. **Principal Change** - Refer to Step 4 in Step by Step Guide.
3. **Site Rating Change** - Refer to Step 1 in Step by Step Guide.

This page also includes Teacher Placement feature. To complete teacher data for each classroom, click the "Teacher Placement" button; this will take you to the page to update teacher information or inactivate teachers as needed.

## Teacher Placement

To display inactive teachers, click the "Show Inactive" check box.

Teacher List

Show Inactive:

Select	First Name	Last Name	Current Site	Current Classroom Code	Current Teacher Type	Current Reimbursement	Active
<input type="radio"/>	Alice	Reese	Anderson Creek Primary	01	Lead	NC Pre-K Primary: \$500	Active
<input type="radio"/>	Angela	McLamb	Not Currently Assigned				Active
<input type="radio"/>	Antoinette	Staton	Not Currently Assigned				Active
<input type="radio"/>	Ashley	Dumont	Not Currently Assigned				Active
<input type="radio"/>	Brittany	Lee	Not Currently Assigned				Active
<input type="radio"/>	Brittany	Taylor	Not Currently Assigned				Active
<input type="radio"/>	Charlotte	Holliday	Not Currently Assigned				Active
<input type="radio"/>	Christy	Tutor	Not Currently Assigned				Active
<input type="radio"/>	Cinthia	Williamson	Not Currently Assigned				Active
<input type="radio"/>	Courtney	Kappel	Not Currently Assigned				Active

To edit a teacher, select the teacher and click "Edit".

Editing a teacher would include the following:

- Add/Update education, credentials, licensure
- Classroom Assignments
- Change Teacher Type
- Name Change

## Teacher Placement

This is the Teacher Placement screen. To leave this page and return to another page in NCPre-KPlan 2015-2016, click Home. This screen list all the teachers for a contract, whether they are in a classroom or not.

Click here to add a New Teacher.

The Teacher Name Change is now initiated from this screen.

## Teacher Placement (cont)

Teacher: Alice Reese

Please enter the teacher's name as it appears on the teacher's social security

Teacher First Name:

Teacher Last Name:

**Change Name**

Active

Has the teacher submitted the complete enrollment package with required documents to the EESLPD office?  
 Yes  
 No  
 No Response

If yes, date submitted to EESLPD:

Teacher Ethnicity: Hispanic

Teacher's Race (Check at least one, and all that apply)  
 American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White / European American

Does the assistant meet the requirements for NCLB Exception?  
 Yes  No  Working Toward

**Classroom History**

Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate		
Anderson Creek Primary	01	Lead	07/01/2015	12/01/2015	NC Pre-K Primary: \$500	Edit	Delete
Spring Hill Child Care Center	03	Lead	12/02/2015	01/01/2016	NC Pre-K Primary: \$575	Edit	

**Approved Teacher Types**

Teacher Type	Site	Start Date	End Date	Approval Type
Lead	Public Sites	01/02/2011		Automatic
Lead	Spring Hill Child Care Center	12/02/2015	01/01/2016	Override
Assistant	All Sites	01/02/2010		Automatic

**Education**

Degree	ECE Related Fields	Other Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours		
BA / BS	Early Childhood Education		Earned	01/02/2010			Edit	Delete
AA / AAS	Early Childhood Education		Earned	03/12/2015	Yes	No	Edit	Delete

**Licensure**

License	Other License	Earned or Working On	Date Issued	6 Documented Hours		
B-K /Pre-K/K Standard Prof I		Earned	01/02/2011		Edit	Delete

**Credentials**

Credential	Other Credential	Earned or Working On	Date Issued	6 Documented Hours		
NC Early Childhood Credential		Earned	03/12/2015		Edit	Delete

**Buttons:** Previous, Save, Cancel, Classroom Assignment Change Request

- The demographics must be completed before assigning a teacher to a classroom.
- The date submitted to EESLPD will need to be completed if the teacher is enrolled with the EESLPD (this is a new question this year).
- To make a teacher active or inactive, simply change the drop down box at the top right to the desired state and click save.

**Note:** All the following changes are initiated from this screen:

- Add/Update education, credentials, licensure
- Classroom Assignments
- Change Teacher Type
- Name Change
- Add New Teacher

# Change Request

Committee
Contract Info
County
Sites
Classrooms
Teachers
Budget
Instructions

County / Region Committee

**Co-Chairs**

**Superintendent (or Designee)**

<input type="text" value="Designee"/>	<input type="text" value="Tara Roy"/>	<input type="text" value="Harnett County Schools"/>	<input type="text" value="troy@harnett.k12.nc.us"/>
---------------------------------------	---------------------------------------	---	---

**Local Partnership Board Chair (or Designee):**

<input type="text" value="LP Board Chair"/>	<input type="text" value="David Hodges"/>	<input type="text" value="HCPC"/>	<input type="text" value="luwayharnettnc@gmail.com"/>
---	---	-----------------------------------	---

(note: include other superintendents who are members of the Committee as Other Committee Members below)

	Name	Position / Title	Agency/Provider Name
<b>Head Start Program Rep:</b>	<input type="text" value="Sandra Chishom"/>	<input type="text" value="Director"/>	<input type="text" value="Angier Migrant Head Start"/>
<b>Licensed Child Care Rep:</b>	<input type="text" value="Jennifer Taylor"/>	<input type="text" value="Director"/>	<input type="text" value="Busy Bee Learning Center"/>
<b>Child Care Resource / Referral Agency Rep:</b>	<input type="text" value="Nikki Hinnant"/>	<input type="text" value="Child Service Coordinator"/>	<input type="text" value="CDSA"/>
<b>Social Services or Child Subsidy Rep:</b>	<input type="text" value="Becky Wise"/>	<input type="text" value="supervisor"/>	<input type="text" value="Harnett County DSS"/>
<b>Public School Exceptional Program Representative :</b>	<input type="text" value="Heather All"/>	<input type="text" value="Preschool Services"/>	<input type="text" value="Harnett County Schools"/>
<b>Parent Representative:</b>	<input type="text" value="Lisa McFadden"/>		

**Others:**

Name	Position / Title	Agency Name

This is the page you will see after you click CHANGE REQUEST from the HOME page (see page 13).

Click on the buttons at the top to get to the page you want to change. The page you are on will have a purple button; all others will be blue. SAVE any changes before going to new page.

# Change Request

## Changing Committee Information

**Committee** | Contract Info | County | Sites | Classrooms | Budget | Instructions

County / Region More at Four Committee

**Superintendent (or Designee)**  
Superintendent | Name: Dr. Tom Little | LEA: Superintendent Yancey County | Email: tslittle@yanceync.net

**Local Partnership Board Chair (or Designee):**  
LP Board Chair | Name: Neil Brown | Partnership Name: Mitchell-Yancey Partnership fo | Email: brownneil@bellsouth.net

(note: include other superintendents who are members of the Committee as Other Committee Members below)

	Name	Position / Title	Agency/Provider Name
Head Start Program Rep:	Arvene Byrd	Headstart Director	Intermountain Children's S
Licensed Child Care Rep:	Laura Graham	Director of Finance	Region D Child Care Inc
Child Care Resource / Referral Agency Rep:	Heather Hall	CCR&R	Mitchell Yancey Partnerst
Social Services or Child Subsidy Rep:	Melissa C.Roberts	Child Care Coordinator	Yancey DSS

Previous | Save | Next

Scroll down to see all Committee members.

To change information in text box, highlight existing information and type in new information. Then SAVE.

# Change Request

## Changing Committee Information (cont)

[Committee](#) | [Contact Info](#) | [County](#) | [Sites](#) | [Classrooms](#) | [Budget](#) | [Instructions](#)

**County / Region More at Four Committee**

**Social Services or Child Subsidy Rep:**    Stacey Buchanan    Child Care Coordinator    Yancey DSS

**Public School Exceptional Program Representative :**           

**Parent Representative:**    Colete Blakenship

**Others:**

Name	Position / Title	Agency Name	
Beverly Nelson	Director	NC Cooperative Extension	<a href="#">Remove</a>
Doris Deyton	Principal	South Toe Elementary	<a href="#">Remove</a>
Elizabeth Turner	Latino Community Liaison	Centra de Enlace	<a href="#">Remove</a>
Lynn Austin	Director	Yancey County Transportation	<a href="#">Remove</a>
Renee McCurry	Teacher/Director	Yancey County Schools	<a href="#">Remove</a>
Shana Jenkins	Child Services Coordinator	Yancey County Health Dept	<a href="#">Remove</a>
Teresa Emory	Chairperson	Local Interagency Coordinating Council	<a href="#">Remove</a>
Tim Hensley	CTE Director/More At Four Program Administrator	Yancey County Schools	<a href="#">Remove</a>
Wendy Ward	Staff	Child Dev, Services Association	<a href="#">Remove</a>

To change "Others," click REMOVE and to add, click NEW. Remember to SAVE after each addition.

## Change Request Changing Contract Information

Committee **Contract Info** County Sites Classrooms Budget Instructions

**Contract Information**

Designated Administrative Agency: Yancey County Schools

Phone Number: (828) 682-6101

Fax Number: (828) 682-7110

Federal Tax Identification Number: 56-6001138

Agency Type: Public School

Street Address (No PO Box): 100 School Circle

City: Burnsville

State: NC

Zip: 28714

Same as Street Address  
Click Save to populate

Mailing Address: P. O. Box 190

Mailing City: Burnsville

Mailing State: NC

Mailing Zip: 28714

Scroll down to see the entire page that includes Contract Administrator, Fiscal Administrator, Program Contact, and Additional Contact Information.

Email [sharon.johnson@dhhs.nc.gov](mailto:sharon.johnson@dhhs.nc.gov) if you need to change the Designated Administrative Agency, Federal Tax Identification Number, or Agency Type.

Change any information in a text box by highlighting the existing information and typing the new information. **SAVE** after each change.

# Change Request Additional Contact

The screenshot shows a web interface with a top navigation bar containing buttons for 'Committee', 'Contract Info' (highlighted with a red circle), 'County', 'Sites', 'Classrooms', 'Budget', and 'Instructions'. Below this is the 'Contract Information' section, which is divided into three columns: 'Contract Administrator Mailing Address', 'Fiscal Administrator Mailing Address', and 'Program Contact Mailing Address'. Each column contains a 'Same as Street Address' checkbox and a 'Click Save to populate' link. Below these are input fields for 'Mail Address', 'City', 'State', and 'Zip'. The 'Contract Administrator' and 'Fiscal Administrator' columns have 'PO Box 190' and 'Burnsville, NC 28714' entered. The 'Program Contact' column has 'P O Box 70' and 'Burnsville, NC 28714' entered. Below this is the 'Additional Contact Information (optional)' section, which includes input fields for 'First Name', 'Last Name', 'Phone', and 'Email', and a 'Receive System Emails' checkbox. A callout box points to the 'Contract Info' button, another points to the 'Additional Contact Information (optional)' section, and a third points to the 'Receive System Emails' checkbox. A fourth callout box points to the bottom of the form area.

Complete the Additional Contact Information to add other responsible contacts.

The Send Emails box appears when you hover over the Receive System Emails box.

Checking this box by clicking on it will include the additional email in any system messages sent to the contract and program administrators.

## Change Request County List

Committee Contract Info **County** Sites Classrooms Budget Instructions

County List

County	Number of Sites	Number of Classrooms
Yancey	3	4

Previous Next

No change can be made directly on this page. Information on this page is updated by changing sites or classroom information.

# Change Request

## Changing Site Information

Plan: test Caldwell County Smart Start      Edit Mode: Change Request  
Contract Number: 2575113      User: Susan Blackard      Fiscal Year: 2012-2013

Home    NCPKKids    System Messages    Instructi...    Print View    Logoff

Committee    Contract Info    County    **Sites**    Classrooms    Budget    Instructions

Site List

Select County Site	Type	Number of Classrooms	Child Care License Number	End Date
<input type="radio"/> Caldwell Bernhardt Creative Beginnings	Private For-profit child care center	1	14000357	<a href="#">Remove</a>
<input type="radio"/> Caldwell Bright Beginnings	Private For-profit child care center	1	14000307	<a href="#">Remove</a>
<input type="radio"/> Caldwell Gamewell Elementary School	Public School	1	14000350	<a href="#">Remove</a>
<input type="radio"/> Caldwell Kings Creek Elementary School	Public School	1	14000386	<a href="#">Remove</a>
<input type="radio"/> Caldwell Northside Children's Learning Center/BRCA	Head Start program	3	14000018	<a href="#">Remove</a>
<input type="radio"/> Caldwell Valmeade Basic Elementary School	Public School	1	14000318	<a href="#">Remove</a>
<input type="radio"/> Caldwell Whitnel Elementary School	Public School	1	14000328	<a href="#">Remove</a>
Total:		9		

Change Request    Previous    Save    Next

To change information about a site, use the radio button to select the site and then click CHANGE REQUEST.

# Change Request

## Changing Site Information (cont)

This is the screen you see when you select a site and click CHANGE REQUEST from the Site List (see previous page).

To change information in text box, highlight existing information and type new information. SAVE.

Site Street and mailing address & Principal/Director address can be changed by clicking on Change Address.

Scroll down to change principal/director information. See next page.

Star rating and Child Care License Number can be changed by clicking this button.

To change Name of Center/School email [sharon.johnson@dhhs.nc.gov](mailto:sharon.johnson@dhhs.nc.gov)

Use the dropdown box to change information in Type of Site and Current Star Rating.

# Change Request

## Changing Principal/Director Information

The screenshot shows a web application interface for a 'Site Change Request'. At the top, there is a navigation bar with buttons for 'Committee', 'Contract Info', 'County', 'Sites' (highlighted with a red circle), 'Classrooms', 'Budget', and 'Instructions'. Below the navigation bar, the title 'Site Change Request' is centered. The form contains the following fields and buttons:

- Principal/Director:** A dropdown menu set to 'Director' and an 'Email' field containing 'nhise@ccvn.com'.
- Title:** A dropdown menu set to 'Mrs.'.
- First Name:** A text field containing 'Nora'. To its right are two buttons: 'Change Name Only' and 'Change Credentials'.
- Last Name:** A text field containing 'Hise'. To its right is a button: 'Change Principal/Director'.
- Ethnicity:** A radio button labeled 'Hispanic' is selected. There is also a 'No' radio button.
- Race:** A section with the instruction '(Check at least one, and all that apply)'. It includes several checkboxes: 'American Indian or Alaska Native', 'Asian', 'Black or African American', 'Native Hawaiian or Other Pacific Islander', and 'White / European American'.
- Phone Number:** A text field containing '(828) 688-2190' and an 'ext.' field containing '13'.
- Highest Degree:** A dropdown menu set to 'AA / AAS' and a 'Major' field containing 'Early Childhood'.
- At the bottom of the form are two buttons: 'Previous' and 'Save'.

This is the screen you see when you select a site and click CHANGE REQUEST from the Site List and scroll down to Principal/Director Information.

Changing the Principal/Director's email address and phone numbers are automatic: they require no State Office approval and populate your Plan when you SAVE.

Click CHANGE CREDENTIALS to change the credentials of the Principal/Director (see page 27 for Change Credentials Change Request).

Click CHANGE NAME ONLY to change the name of the Principal/Director (see next page for Change Name Only Change Request).

Click CHANGE PRINCIPAL/DIRECTOR to replace the existing Principal/Director (see page 28 for Change Principal/Director Change Request).

# Change Request

## Changing Principal/Director Information: Change Name Only

**Change Administrator Name**  
This Change Request is to reflect a change in a director' or principal's name only (e.g., due to marriage or divorce). If there is a change in director or principal, you must submit an Administrator Change Request.

Principal/Director:  Email:

Title:

First Name:

Last Name:

Ethnicity:  Yes  No

Race  
(Check at least one, and all that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White / European American

Mailing Address:

This is the screen you see when you click CHANGE NAME ONLY from Site Change Request (see previous page).

To change the name (due to marriage or some other life-changing event or misspelling), highlight existing name and type in new name. Be sure to update email addresses as needed.

SAVE your change request. You can SUBMIT from this screen or from the CR list (see page 55).

Be sure to enter effective date using dropdown box. Type any relevant comment in New Comment text box.

# Change Request

## Changing Principal/Director Information: Change Credentials

**Administrator Credential Change Request**

A change request must be sent to the State MAF Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County: Yancey  
Name of Center/School: Intermountain Children Service, Inc.  
Principal/Director: Director Email: nhise@ccvn.com  
Title: Mrs.  
First Name: Nora  
Last Name: Hise  
Ethnicity: Hispanic  Yes  No  
Race (Check at least one, and all that apply):  
American Indian or Alaska Native   
Asian   
Black or African American   
Native Hawaiian or Other Pacific Islander   
White / European American   
Phone Number: (828) 688-2190 ext. 13  
Highest Degree: AA / AAS Major: Early Childhood  
Highest Administrator Credential: Admin Cred III  
Currently Working On Administrative Credentials Program: Not Working On  
Currently Working On Degree Program: Not Working On

This is the screen you see when you click CHANGE CREDENTIALS for Site Change Request for Principal/Director change (see page 25).

To change Major, highlight existing information and type new information.

Scroll down to enter Effective Date using dropdown box. Type any relevant comment in New Comment text box.

Use dropdown boxes to change information in Principal/Director, Highest Degree, Currently Working on Administrative Credentials Program, or Currently Working on Degree Program.

SAVE your change request. You can SUBMIT from this screen or from the CR list (see page 55).

See Drop Down List Choices Pages 65-69.

# Change Request

## Changing Principal/Director Information: Change Director/Principal

Change Principal/Director Change Request

Principal/Director:  Email:

Title:

First:

Last Name:

Phone Number:  Phone Ext:

Highest Degree:

Administrator Credential:

Currently Working On Administrative Credentials Program:

Currently Working On Degree Program:

Same as Site Street Address  
Click Save to populate

This is the screen you see when you click on CHANGE PRINCIPAL/DIRECTOR from Site Change Request (see page 25) to replace existing Principal/Director.

Complete all fields using dropdown and text boxes.

Scroll down to enter Effective Date using dropdown box and enter any relevant comment.

See Drop Down List Choices pages 65-69.

SAVE your change request. You can SUBMIT from this screen or from the CR list (see page 55).

# Change Request

## Adding a New Site

Plan: test Caldwell County Smart Start      Edit Mode: Change Request  
Contract Number: 2575113      User: Susan Blackard      Fiscal Year: 2012-2013

Home    NCPKKids    System Messages    Instructions    Print View    Logoff

Committee    Contract Info    County    **Sites**    Classrooms    Budget    Instructions

Site List

Select	County	Site	Type	Number of Classrooms	Child Care License Number	End Date
<input type="radio"/>	Caldwell	Bernhardt Creative Beginnings	Private For-profit child care center	1	14000357	<a href="#">Remove</a>
<input type="radio"/>	Caldwell	Bright Beginnings	Private For-profit child care center	1	14000307	<a href="#">Remove</a>
<input type="radio"/>	Caldwell	Gamewell Elementary School	Public School	1	14000350	<a href="#">Remove</a>
<input type="radio"/>	Caldwell	Kings Creek Elementary School	Public School	1	14000386	<a href="#">Remove</a>
<input type="radio"/>	Caldwell	Northside Children's Learning Center/BRCA Head Start program	Head Start program	3	14000018	<a href="#">Remove</a>
<input type="radio"/>	Caldwell	Valmeade Basic Elementary School	Public School	1	14000318	<a href="#">Remove</a>
<input type="radio"/>	Caldwell	Whitnel Elementary School	Public School	1	14000328	<a href="#">Remove</a>
Total:				9		

New

Change Request    Previous    Save    Next

Click NEW to add a new site. (The NEW button is at the bottom of your Site List and you may have to scroll down to see it.) See the next page for the Add Site Change Request.

## Change Request Adding a New Site (cont)

This is the screen you see when you click NEW from Site List (see previous page).

**Add Site Change Request**

A change request must be sent to the State MAF Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

---

County:	<input type="text" value="Select One..."/>	Site Street Address:	<input type="text"/>
Name of Center/School:	<input type="text"/>		<input type="text"/>
Type of Site:	<input type="text" value="Select One..."/>	City:	<input type="text"/>
LEA School Number:	<input type="text"/>	State:	<input type="text" value="NC"/>
Child Care License Number:	<input type="text"/>	Zip:	<input type="text"/>
Current Star Rating:	<input type="text"/>	Telephone Number:	<input type="text"/> ext. <input type="text"/>
Year End date for MAF Services:	<input type="text"/>	Fax Number:	<input type="text"/>

Copyright 2007, More at Four.org kindergarten program

Complete all fields in the Add Site Change Request by using dropdown boxes and text boxes.

See Drop Down List Choices pages 65-69.

Scroll down to complete form, including Principal/Director information.

## Change Request

### Adding a New Site (cont)

**Add Site Change Request**

Administrator Address:

Mailing City:

Mailing State:

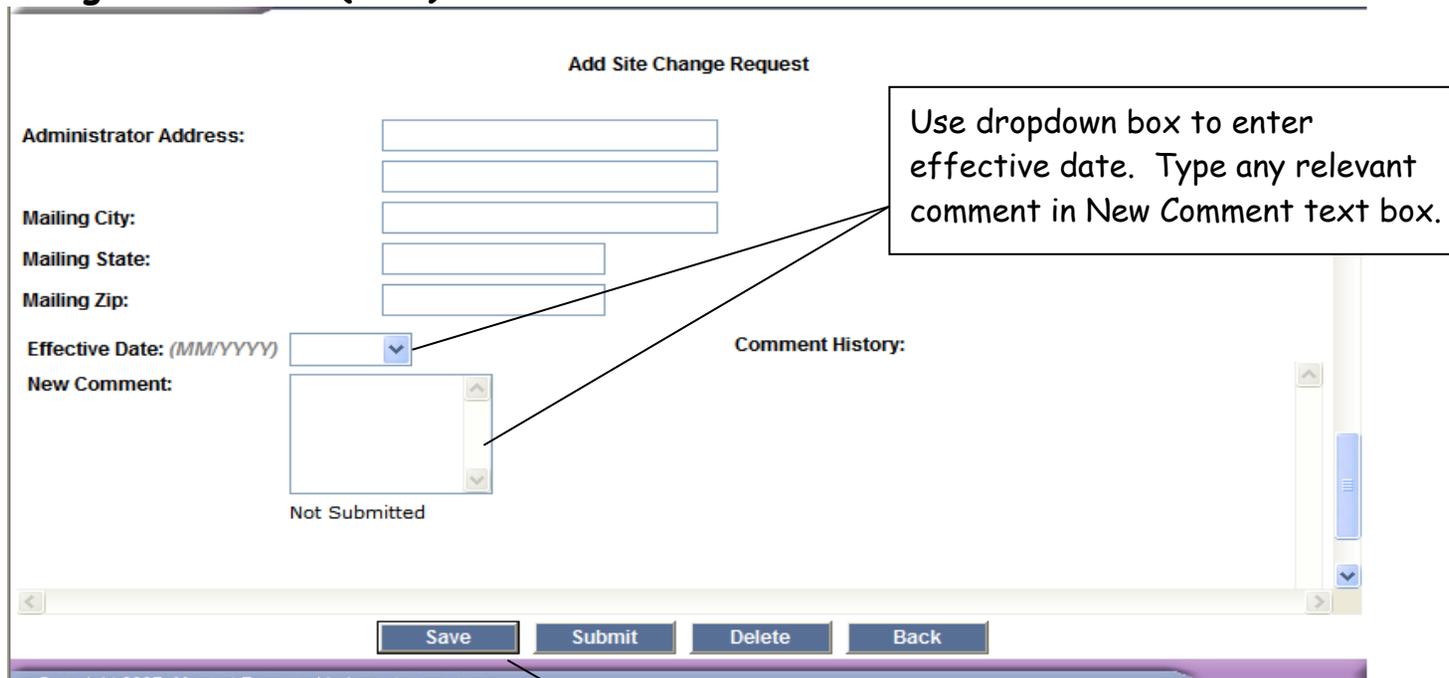
Mailing Zip:

Effective Date: (MM/YYYY)

New Comment:

Comment History:

Not Submitted



Use dropdown box to enter effective date. Type any relevant comment in New Comment text box.

When you SAVE your Add Site Change Request you will get a NEW CLASSROOM button. Click on NEW CLASSROOM to go directly to the Add Classroom Change Request (see page 42). You will not be able to submit an Add Site Change Request without adding a classroom. You can submit the Add Site Change Request from the CR List (see page 55).

# Change Request

## Removing a Site

Plan: test Halifax Warren SmartStart Partnership for Children Edit Mode: Change Request  
Contract Number: 2575713 User: Brenna Carpena Fiscal Year: 2012-2013

Home NCPKKids Instructions Logoff

Committee Contract Info County Sites Classrooms Budget Instructions

Site List

Select	County	Site	Type	Number of Classrooms	Child Care License Number	End Date
<input type="radio"/>	Halifax	Aurelian Springs Elementary School	Public School	3		<a href="#">Remove</a>
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	Public School	5	42000176	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Dawson Elementary School	Public School	1		<a href="#">Remove</a>
<input type="radio"/>	Halifax	Everetts Elementary School	Public School	2		<a href="#">Remove</a>
<input type="radio"/>	Halifax	Inborden Elementary School	Public School	3		<a href="#">Remove</a>
<input type="radio"/>	Halifax	Pittman Elementary	Public School	1		<a href="#">Remove</a>
<input type="radio"/>	Halifax	Scotland Neck Primary School	Public School	1		<a href="#">Remove</a>
<input type="radio"/>	Halifax	Weldon Day Care, Inc.	Private For-profit child care center	1	4255011	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Weldon Preschool Center	Public School	3	42000123	<a href="#">Remove</a>
<input type="radio"/>	Halifax	White Oak Parent / Child Center	Public School	1		<a href="#">Remove</a>

Change Request Previous Save Next

Click REMOVE to remove a site. Only sites with no classrooms or service may be removed. See page 52 to remove a classroom.

This number must be 0 to remove a site that has not served NC Pre-K children.

## Change Request Changing Classroom Information

To change the number of children in one or more classrooms, click Adjust Rates and Children. See page 46.

The screenshot shows the NCPK Kids web application interface. At the top, there is a header with the logo and navigation links: Home, NCPK Kids, System Messages, Instructions, Print View, and Logoff. Below the header is a secondary navigation bar with buttons for Committee, Contract Info, County, Sites, Classrooms (circled), Budget, and Instructions. The main content area displays a table titled "Classroom Forms List" with columns: Select, County, Site, Classroom Code, Max Appl. Size, and End Date. The table lists several classrooms with radio buttons in the "Select" column and "Remove" links in the "End Date" column. At the bottom right of the table is a "New" button. Below the table are buttons for "Change Request" and "Adjust Rates and Children", along with "Previous" and "Next" navigation buttons.

Select	County	Site	Classroom Code	Max Appl. Size	End Date
<input type="radio"/>	Caldwell	Bernhardt Creative Beginnings	B100	18	<a href="#">Remove</a>
<input type="radio"/>	Caldwell	Bright Beginnings	BB100	18	<a href="#">Remove</a>
<input type="radio"/>	Caldwell	Gamewell Elementary School	G100	18	<a href="#">Remove</a>
<input type="radio"/>	Caldwell	Kings Creek Elementary School	K100	18	<a href="#">Remove</a>
<input type="radio"/>	Caldwell	Northside Children's Learning Center/BRCA	N100	18	<a href="#">Remove</a>
<input type="radio"/>	Caldwell	Northside Children's Learning Center/BRCA	N200	18	<a href="#">Remove</a>
<input type="radio"/>	Caldwell	Northside Children's Learning Center/BRCA	N300	9	<a href="#">Remove</a>
<input type="radio"/>	Caldwell	Valmeade Basic Elementary School	V100	18	<a href="#">Remove</a>
<input type="radio"/>	Caldwell	Whitnel Elementary School	W100	18	<a href="#">Remove</a>

To add a classroom click NEW. (The NEW button is at the bottom of your Classroom Forms List and you may have to scroll down to get to it). See page 42 for Add Classroom Change Request.

To change information about a classroom (including Teacher information), use the radio button to select the classroom and then click CHANGE REQUEST. See next page for Classroom Change Request.

# Change Request

## Changing Classroom Information (cont)

To change "When the Classroom was designated as a MAF or NC Pre-K class," email [sharon.johnson@dhhs.nc.gov](mailto:sharon.johnson@dhhs.nc.gov)

[Committee](#) [Contract Info](#) [County](#) [Sites](#) [Classrooms](#) [Teachers](#) [Budget](#) [Instructions](#)

**Classroom Screen**

**County:** Harnett  
**Site:** Anderson Creek Primary  
**Classroom Code:** 01  
**Maximum approved class size:** 18  
**Curriculum selected:** Creative Curriculum for Preschool - 5th ed (2010)  
**Ongoing Instructional Assessment Tool:** Creative Curriculum Developmental Continuum, Ages 3-5 & Teaching Strategies GOLD  
**Developmental Screening Tool:** Brigance Early Childhood Screen II (3-5 years)  
**When was the classroom designated as a MAF or NC Pre-K class?** 2012-2013  
**What hours of operation define the NC Pre-K portion of your child care program day?** Start Hour:Minute 8 : 00 AM To Stop Hour:Minute 2 : 30 PM

	Teacher Name	Teacher Type	BK License Pre-School Add On	Entry Date	Exit Date	Reimbursement
55135	<a href="#">Alice Reese</a>	Lead	Yes	07-01-2015	12-01-2015	NC Pre-K Primary: \$500
71457	<a href="#">Ashley Dumont</a>	Lead	Yes	01-01-2016	01-30-2016	NC Pre-K Primary: \$500

[Previous](#) [Save](#) [Adjust Rates and Childrer](#)

To change information about Teacher, click Teacher's name (see page 37-38).

# Change Request

## Changing Classroom Information (cont)

Committee Contract Info County Sites **Classrooms** Teachers Budget Instructions

**Classroom Screen**

County: Harnett  
Site: Anderson Creek Primary  
Classroom Code: 01  
Maximum approved class size: 18  
Curriculum selected: Creative Curriculum for Preschool - 5th ed (2010)  
Ongoing Instructional Assessment Tool: Creative Curriculum Developmental Continuum, Ages 3-5 & Teaching Strategies GOLD  
Developmental Screening Tool: Brigance Early Childhood Screen II (3-5 years)  
When was the classroom designated as a MAF or NC Pre-K class? 2012-2013  
What hours of operation define the NC Pre-K portion of your child care program day?  
Start Hour:Minute 8 : 00 AM To Stop Hour:Minute 2 : 30 PM

Teacher Name	Teacher Type	BK License Pre-School Add On	Entry Date	Exit Date	Reimbursement
55136 <a href="#">Alice Reese</a>	Lead	Yes	07-01-2015	12-01-2015	NC Pre-K Primary: \$500
71457 <a href="#">Ashley Dumont</a>	Lead	Yes	01-01-2016	01-30-2016	NC Pre-K Primary: \$500

Previous Save Adjust Rates and Childrer

To change Teacher's name only, (due to marriage or some other life changing event or misspelling; click on the teacher's name, ex. "Ashley" see next page).

# Change Request Changing Teacher's Name

Screen: 1

To change name (due to marriage or some other life-changing event or misspelling), click "Change Name" here.

Committee Contract Info County Sites **Classrooms** Teachers

Please enter the teacher's name as it appears on the teacher's social security card.

Teacher First Name:

Teacher Last Name:

**Change Name**

**Classroom History**

Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate	
Anderson Creek Primary	01	Lead	07/01/2015	12/01/2015	NC Pre-K Primary: \$500	<a href="#">Edit</a> <a href="#">Delete</a>
Spring Hill Child Care Center	03	Lead	12/02/2015	01/01/2016	NC Pre-K Primary: \$575	<a href="#">Edit</a>

**Approved Teacher Types**

Teacher Type	Site	Start Date	End Date	Approval Type
Lead	Public Sites	01/02/2011		Automatic
Lead	Spring Hill Child Care Center	12/02/2015	01/01/2016	Override
Assistant	All Sites	01/02/2010		Automatic

**Education**

Degree	ECE Related Fields	Other Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours	
BA / BS	Early Childhood Education		Earned	01/02/2010			<a href="#">Edit</a> <a href="#">Delete</a>
AA / AAS	Early Childhood Education		Earned	03/12/2015	Yes	No	<a href="#">Edit</a> <a href="#">Delete</a>

**Licensure**

License	Other License	Earned or Working On	Date Issued	6 Documented Hours	
B-K /Pre-K/K Standard Prof I		Earned	01/02/2011		<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">New</a>

This is the screen you see when you click Change "Ashley's" name from the Classroom Change Request (see previous page).

To change the name highlight existing name and type in correct name.

Screen: 2

**Change Teacher Name**  
This Change Request is to reflect a change in teacher's name only (e.g., due to marriage or divorce). If there is a change in teacher, you must submit a Teacher Change Request.

A change request must be sent to the NC Pre-K State Office to approve the requested changes.  
Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen. CR #5

Please enter the teacher's name as it appears on the teacher's social security card.

Teacher First Name:

Teacher Last Name:

**Classroom History**

Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate
Anderson Creek Primary	01	Lead	01/01/2016	01/30/2016	NC Pre-K Primary: \$500

**Approved Teacher Types**

Teacher Type	Site	Start Date	End Date	Approval Type
Lead	Public Sites	03/12/2015		Automatic
Assistant	All Sites	07/05/2014		Automatic

**Education**

Degree	ECE Related Fields	Other Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours
Ph.D / Ed.D	Early Childhood Education		Earned	07/05/2014		

Active:

Has the teacher submitted the complete enrollment package with required documents to the EESLPD office?  
 Yes  No  No Response

If yes, date submitted to EESLPD:

Teacher Ethnicity:  Hispanic  Yes  No

Teacher's Race (Check at least one, and all that apply)  
 American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White / European American

Does the assistant meet the requirements for NCLB Exception?  
 Yes  No  Working Toward

Effective Date: (MM/YYYY)

Comment History:

New Comment:

[Save](#) [Submit](#) [Delete](#) [Back](#)

Enter effective date using dropdown box. Type any relevant comment in New Comment text box.

SAVE your change request. You can SUBMIT from this screen or from CR list. (see page 55)

# Change Request

## Changing Teacher's Information: Race/Ethnicity, Entry and Exit Dates

This is the screen you see when you click on Teacher's name from Classroom Screen (see page 35).

Teacher: silly billy

Please enter the teacher's name as it appears on the teacher's social security card.

Teacher First Name:

Teacher Last Name:

**Classroom History**

Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate		
Busy Bee Learning Center	01	Assistant	07/01/2015	10/31/2015	Teacher is an assistant, and is not reimbursed.	Edit	Delete
Benhaven Elementary School	1	Lead	11/01/2015	01/30/2016	NC Pre-K Primary: \$500	Edit	Delete
Solid Start Child Care Center	Solid Start 1	Lead	03/15/2016	05/15/2016	NC Pre-K Primary: \$575	Edit	
Dream Big Christian Academy Center	02	Lead	05/16/2016	06/15/2016	NC Pre-K Primary: \$575	Edit	

**Approved Teacher Types**

Teacher Type	Site	Start Date	End Date	Approval Type
Lead	Solid Start Child Care Center	03/15/2016	05/15/2016	Override
Lead	Dream Big Christian Academy Center	05/16/2016	06/15/2016	Override
Assistant	All Sites	06/01/1991		Automatic
Long-term Substitute Assistant	All Sites	06/01/1991		Automatic
Long-term Substitute Lead	All Sites	06/01/1991		Automatic

**Education**

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours		
BA / BS	Early Childhood Education		Earned	01/02/1999	Yes		Edit	Delete
AA / AAS	Early Childhood Education		Earned	06/01/1991			Edit	Delete

**Licensure**

License	Other License	Earned or Working On	Date Issued	6 Documented Hours		
B-K / Pre-KK Standard Prof I		Working On			Edit	Delete

**Credentials**

Credential	Other Credential	Earned or Working On	Date Issued	6 Documented Hours		

**Active**

Has the Lead teacher for a private site submitted the complete enrollment package with required documents to the EESLPD office?

Yes  No  NA

If yes, date submitted to EESLPD:

Teacher Ethnicity: Hispanic

Teacher's Race (Check at least one, and all that apply)

American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White / European American

For TAs who wish to teach in a public school, does the assistant meet the requirements for NCLB Exception?

Yes  No  Working  NA Toward

If yes, check all that apply:

2 Years of relevant ECE experience  
 6 ECE semester hours

The date submitted to EESLPD will need to be completed if they are enrolled with the EESLPD. A "warning" will appear in the classroom history section until the date has been entered and saved.

The demographics must be complete before assigning a teacher to a classroom.

To make a teacher active or inactive, simply change the drop right to the desired state and click save.

**Note:** All teachers in Nonpublic School sites must be enrolled with the EESLPD Unit in order to meet teacher qualifications.

The Teacher Type/Education/Licensure/Credentials are all updated from this screen. (see next page).

To remove a teacher from the classroom you can modify the exit date and change to an earlier date or you can delete the teacher from the classroom for a Public site. Contact DCDEE to remove the teacher from a Private site.

# Change Request

## Changing Teacher's Information: Type/Credentials

This is the screen you see when you click Teacher or Teacher Placement, select a teacher and click on edit. Here you change the Teacher Type/Education/Licensure/Credentials.

Education	Degree	ECE Related Fields	Other Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours		
	Ph.D / Ed.D	Early Childhood Education		Earned	07/05/2014			<a href="#">Edit</a>	<a href="#">Delete</a>
	BA / BS		Elementary Education	Earned	03/12/2015	Yes	No	<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">New</a>									

Click on "New" add new credentials (Education, Credentials, Licensure) and "edit" to change any existing credentials.

Education	Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours	
	<input checked="" type="radio"/> Not Applicable <input type="radio"/> Ph.D / Ed.D <input type="radio"/> MA / MS <input type="radio"/> BA / BS <input type="radio"/> AA / AAS <input type="radio"/> High School Diploma/GED <input type="radio"/> Less than high school diploma	<input checked="" type="radio"/> Not Applicable <input type="radio"/> Birth through Kindergarten <input type="radio"/> Child Development <input type="radio"/> Child and Family Development <input type="radio"/> Early Childhood Education	<input checked="" type="radio"/> Not Applicable <input type="radio"/> Child Psychology <input type="radio"/> Family and Child Studies <input type="radio"/> Human Development and Family Studies <input type="radio"/> Human Growth and Development <input type="radio"/> Human Growth and Family Studies <input type="radio"/> Other, Specify	<input checked="" type="radio"/> Not Applicable <input type="radio"/> Earned <input type="radio"/> Working On		<input checked="" type="radio"/> Not Applicable <input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Not Applicable <input type="radio"/> Yes <input type="radio"/> No	<a href="#">Save</a> <a href="#">Cancel</a>
	BA / BS	Child Development		Earned	03/23/2015	Yes	No	

From each applicable category select the appropriate information from the drop down list (in yellow) and save.

Licensure	License	Other License	Earned or Working On	Date Issued	6 Documented Hours		
	Other	Pre-School Add-on	Working On	03/12/2015		<a href="#">Edit</a>	<a href="#">Delete</a>
	Other NC Teacher's License		Earned	03/12/2015		<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">New</a>							

Credentials	Credential	Other Credential	Earned or Working On	Date Issued	6 Documented Hours	
						<a href="#">New</a>

Credentials	Credential	Other Credential	Earned or Working On	Date Issued	6 Documented Hours	
	<input checked="" type="radio"/> Not Selected <input type="radio"/> Child Development Associate (CDA) <input type="radio"/> NC Early Childhood Credential <input type="radio"/> Other		<input checked="" type="radio"/> Not Selected <input type="radio"/> Earned <input type="radio"/> Working On		<input checked="" type="radio"/> Not Applicable <input type="radio"/> Yes <input type="radio"/> No	<a href="#">Save</a> <a href="#">Cancel</a>

Credentials	Credential	Other Credential	Earned or Working On	Date Issued	6 Documented Hours	
	<input checked="" type="radio"/> Not Selected <input type="radio"/> Child Development Associate (CDA) <input type="radio"/> NC Early Childhood Credential <input type="radio"/> Other		<input checked="" type="radio"/> Not Selected <input type="radio"/> Earned <input type="radio"/> Working On		<input checked="" type="radio"/> Not Applicable <input type="radio"/> Yes <input type="radio"/> No	

**Note:**

- Note: You can add multiple degrees, credentials, and licenses for a teacher.
- A row can include either an "earned" or "working on" degree.
- GPA and 6 hours are not used by the system, but are there to help the DCDEE staff who are evaluating a CR.
- The Date Earned for a degree, license and credential impacts the starting date for automatically approved teacher types.

# Adding New Teacher

Plan Forms List

School Year: 2015-2016

Select	Plan Name	
<input type="radio"/>	test Harnett County Partnership for Children	<a href="#">Remove</a>

Change Request View Missing Fields **Teacher Placement** CR List Print Menu

From the Home Screen click on "Teacher Placement". This will take you to the "Teacher List" screen.

From the "Teacher List" screen click on "New" to add a new teacher.

After clicking on "New", on the next screen enter the Teacher's name as it appears on his/her social security card.

Teacher List

Show Inactive:

Select	First Name	Last Name	Current Site	Current Classroom Code	Current Teacher Type	Current Reimbursement	Active
<input type="radio"/>	Alice	Reese	Anderson Creek Primary	01	Lead	NC Pre-K Primary: \$500	Active
<input type="radio"/>	Angela	McLamb	Not Currently Assigned				Active
<input type="radio"/>	Antoinette	Staton	Not Currently Assigned				Active
<input type="radio"/>	Ashley	Dumont	Busy Bee Learning Center	01	Lead	NC Pre-K Primary: \$575	Active
<input type="radio"/>	Brittany	Lee	Not Currently Assigned				Active
<input type="radio"/>	Brittany	Taylor	Not Currently Assigned				Active
<input type="radio"/>	Charlotte	Holliday	Not Currently Assigned				Active
<input type="radio"/>	Christy	Tutor	Not Currently Assigned				Active
<input type="radio"/>	Cynthia	Williamson	Not Currently Assigned				Active
<input type="radio"/>	Courtney	Kappel	Not Currently Assigned				Active

Edit Previous Next **New**

Teacher List

Enter the first and last name of the teacher you want to add and click the 'Add Teacher' button.

Please enter the teacher's name as it appears on the teacher's social security card.

Teacher First Name:

Teacher Last Name:

Cancel Add Teacher

This is a clip from the screen (Classroom Screen) you see after you add the teacher.

## Change Request Add New Teacher (cont.)

Please enter the teacher's name as it appears on the teacher's social security card.

Teacher First Name:

Teacher Last Name:  [Change Name](#)

**Classroom History**

Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate	Warning

**Approved Teacher Types**

Teacher Type	Site	Start Date	End Date	Approval Type

**Education**

Degree	ECE Related Fields	Other Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours	
							<a href="#">New</a>

**Licensure**

License	Other License	Earned or Working On	Date Issued	6 Documented Hours	
					<a href="#">New</a>

**Credentials**

Credential	Other Credential	Earned or Working On	Date Issued	6 Documented Hours	
					<a href="#">New</a>

[Previous](#) [S](#)

After the teacher is added you must enter the teacher's credentials next (see page 38)

After the credentials have been entered then the teacher is **automatically approved** for "Public" sites. A **Change Request** must be completed for all teachers in "**Private**" Sites and approved as an "Override".

1. Automatic approval for teaching as an assistant or a lead is determined by the education, licensure and credentials of a teacher. Assistants that meet the education requirements strictly defined by the NC Child Care Rules can receive automatic approval.
2. If a teacher is listed as an assistant for "all sites", then you do not need a Change Request to assign that teacher to a classroom.
3. If a teacher assignment is approved through a CR, that information will be displayed here as an "Override".

**Approved Teacher Types**

Teacher Type	Site	Start Date	End Date	Approval Type
Lead	Public Sites	02/01/2015		Automatic
Lead	Busy Bee Learning Center	07/01/2015	09/30/2015	Override
Assistant	All Sites	01/15/2005		Automatic

# Change Request Teacher Assignments (Move Teachers)

Teacher: Granny Clampet

Please enter the teacher's name as it appears on the teacher's social security card.

Teacher First Name:

Teacher Last Name:  [Change Name](#)

Classroom History

Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate	
Dream Big Christian Academy Center	02	<input type="radio"/> Lead <input type="radio"/> Long-term Substitute Lead <input type="radio"/> Assistant <input type="radio"/> Long-term Substitute Assistant			Rate will be calculated after the information is saved.	<a href="#">Save</a> <a href="#">Cancel</a>
Busy Bee Learning Center	02	Lead	07/01/2015	09/30/2015	NC Pre-K Primary: \$575	<a href="#">New</a>

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type
Lead	Public Sites	02/01/2015		Automatic
Lead	Busy Bee Learning Center	07/01/2015	09/30/2015	Override
Assistant	All Sites	02/02/2008		Automatic

Education

Degree	ECE Related Fields	Other Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours	
BA / BS	Early Childhood Education		Earned	02/02/2008	Yes		<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">New</a>

Licensure

License	Other License	Earned or Working On	Date Issued	6 Documented Hours	
B-K /Pre-K/K Standard Prof I		Earned	02/01/2015		<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">New</a>

Credentials

Other Credential	Earned or Working On	Date Issued	6 Documented Hours	
				<a href="#">New</a>

[Previous](#) [Save](#) [Cancel](#) [Classroom Assignment Change Request](#)

Under Classroom History:  
The contractor can delete and edit entries for Public sites  
Contractors can only edit entries for Private sites and only DCDEE can delete.

Please enter the teacher's name as it appears on the teacher's social security card.

Teacher First Name:

Teacher Last Name:  [Change Name](#)

**Classroom History**

Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate	
Busy Bee Learning Center	02	Lead	07/01/2015	09/30/2015	NC Pre-K Primary: \$575	<a href="#">Edit</a>
Harnett Primary School	1	Long-term Substitute Lead	10/01/2015	11/01/2015	NC Pre-K Primary: \$473	<a href="#">Edit</a> <a href="#">Delete</a>
Spring Hill Child Care Center	03	Assistant	12/01/2015	12/30/2015	Teacher is an assistant, and is not reimbursed.	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">New</a>

Contractors can modify the teacher entry date to a later date & exit dates to an earlier date as long as it's within the timeframe of the CR for Private Sites. Another CR is required to extend the date.

A CR is not required to extend or modify the entry & exit dates for Public sites.

When a teacher is approved and assigned to a classroom the rate is calculated/ generated and based on teacher type and site type.

**NOTE:** A teacher cannot be assigned in more than one classroom as the same time.

- To assign a teacher in a public site click on "new" under classroom history and select the site, classroom, teacher type and enter the entry and exit date. Note: You can only assign teachers to a classroom **after** entering the credentials and the teacher has been APPROVED via Automatic Approval or CR.
- Contractors can only enter/delete teachers in Public sites.
- A CR must be completed by contractor and APPROVED by DCDEE for Lead & LT Sub Lead teachers entering into a Private Site. Only DCDEE can delete a teacher in a Private Site.

## Change Request

### Adding a New Classroom

This is the screen you see when click on NEW from Classroom Forms List (see page 33) or when you click on ADD NEW CLASSROOM from the Add Site Change Request (see page 31).

**Add Classroom Change Request**

A change request must be sent to the State MAF Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County:

Effective Date: (MM/YYYY)

New Comment:

Comment History:

Not Submitted

Save Submit Delete Back

Use the dropdown box to select county in which classroom is located. You automatically are taken to the screen on the next page.

**Add Teacher Change Requests must be submitted at the same time Add Classroom Change Requests are submitted.** If the teacher for the new classroom will be moved from another classroom include that information in the Add Classroom Change Request New Comment section.

## Change Request Adding a New Classroom (cont)

This is the screen you see after you select the county from the Add Classroom Change Request (see previous page).

NCPKPlan: Add Classroom

Plan: test Caldwell County Smart Start

User: Susan Blackard Fiscal Year: 2012-2013

Home NCPKKids System Messages Instructional View Logoff

Add Classroom Change Request

A change request must be sent to the NC Pre-K State Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County: Caldwell

Site: Select One...

Classroom Code:

Date of 1st NC Pre-K Child Enrolled:

Maximum approved class size: 18  Override Maximum Class Size of 18

Curriculum selected:

Ongoing Instructional Assessment Tool:

Developmental Screening:

When was the classroom designated: 2012-2013

Save Submit Delete Back

Select a site from the dropdown box. New unapproved sites are included in list.

This is the informal class name used to identify individual classrooms. This code is permanently assigned once entered for the duration of the Program and cannot be changed.

Complete all fields using drop down boxes, radio buttons, and text boxes. Then SAVE.

To complete Add Classroom page see next page.

# Change Request

## Adding a New Classroom (cont)

Plan: test Caldwell County Smart Start  
User: Susan Blackard  
Fiscal Year: 2012-2013

Home NCPKKids System Messages Instructio Print View Logoff

Add Classroom Change Request

What hours of operation define the NC Pre-K portion of your child care program day?

Start Hour:Minute 8 : 00 AM To Stop Hour:Minute 3 : 30 PM

Teachers:

Teacher Name	Teacher Type	BK License
--------------	--------------	------------

New

Effective Date: (MM/YYYY) [Dropdown]

Comment History:

New Comment: [Text Area]

Not Submitted

Save Submit Delete Back

To add the number of children to be served to the classroom, see page 45-47.

To add Teacher to classroom click NEW. See page 39 to add new Teacher.

To move an existing Teacher to this classroom, see page 41.

You can SUBMIT from this screen after entering an effective date or from CR List (see page 55).

# Change Request

## Adding Children and Rates Worksheets

The screenshot shows the NCPKKids web application interface. At the top, there is a header with the logo and navigation links: Home, NCPKKids, Instructions, and Logoff. Below this, there are buttons for Committee, Contract Info, County, Sites, Classrooms (highlighted with a red circle), Budget, and Instructions. The main content area displays a 'Classroom Forms List' table with columns for Select, County, Site, Classroom Code, Max Appr. Size, and End Date. The table lists several classrooms, each with a radio button in the 'Select' column and a 'Remove' link in the 'End Date' column. At the bottom of the table, there are buttons for 'Change Request', 'Adjust Rates and Children', 'Previous', and 'Next'.

Select	County	Site	Classroom Code	Max Appr. Size	End Date
<input type="radio"/>	Halifax	Aurelian Springs Elementary School	33-42-HA-AS-01	18	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Aurelian Springs Elementary School	33-42-HA-AS-02	18	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Aurelian Springs Elementary School	33-42-HA-AS-03	18	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	33-42-RR-01-01	18	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	33-42-RR-CH-02	18	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	33-42-RR-CH-07	18	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	33-42-RR-CH-08	18	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	33-42-RR-CH-09	18	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Dawson Elementary School	33-42-HA-DW-01	18	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Everetts Elementary School	33-42-HA-EV-01	18	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Everette Elementary School	33-42-HA-EV-02	18	<a href="#">Remove</a>

To add the number of children to be served in a classroom and review/adjust the payment rate, click Adjust Rates and Children button.

Note: If the Add Site Change Request, the Add Classroom Change Request has not been approved by DCDEE, the classroom will not appear on the next page.

## Change Request Adding Children - Planning Worksheets

There are 9 worksheets available in the Plan that relate to children and rates. **Planning, Budget and Actual** are the base worksheets. Then you may work with a combination of only child numbers, only rates or a combination of children and rates.

Enter the budgeted child numbers and payment. Actual children served will come from NC Pre-K Kids. Numbers with errors will show up as red. If you hover over the site, it will display the site type. If you hover over each cell, it will tell you the reimbursement rate rules that are being applied for that classroom and month.

There are 4 Classrooms who have a reimbursement rate of \$0 for 10 months out of the year.

	Attendance Payments:	Planning	Current Budget	NC Pre-K Kids Submitted
Total Direct Services Funds Allocated:	\$302,791	\$47,300	\$47,300	\$4,730
Actual Payments to date:	\$4,730			
Current Budget Anticipated Spend:	\$43,043			

Filters: Sites: -All Sites- Classrooms: - All Classrooms - Funding Source: NC Pre-K Primary

Planning  
 Budget  
 Actual  
 Children  
 Rates  
 Children and Rates

Site	Classroom	Funding Source	Line Item	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14
Glade Creek School Preschool	Classroom 2	NC Pre-K Primary	Children	0	0	0	0	0	0	0	0	0	0	0	0
			Payment Rate	\$ 0	\$ 0	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473
Glade Creek School Preschool	Glade Creek 1	NC Pre-K Primary	Children	0	0	0	0	0	0	0	0	0	0	0	0
			Payment Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Glade Creek School Preschool	Glade Creek School Preschool	NC Pre-K Primary	Children	0	0	0	0	0	0	0	0	0	0	0	0

There are 3 different phases:

- 1) **Planning Phase** - Payments and Funds Remaining (Children, Rates and Children and Rates). This phase must be completed first and can change throughout the year.

- 2) **Current Budget Phase** - Payments and Funds Remaining (Children, Rates and Children and Rates). Once Planning is complete you will **Save** and **Commit to Budget**.

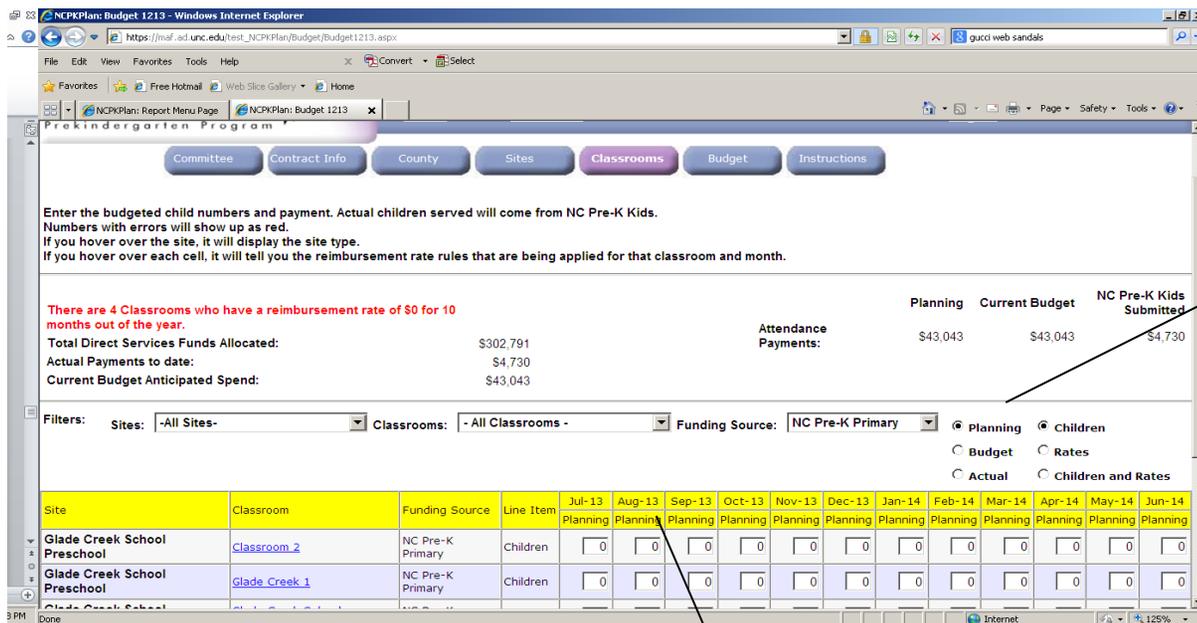
- 3) **Actual Phase** - Payments and Funds Remaining (Children, Rates and Children and Rates). Actual child numbers, rates and amounts will be automatically entered by the system after child attendance is entered into NCPre-KKids, and reflects what you were paid by DCDEE.

Filters are available by clicking the drop down arrows. There is a variety of combinations you may use. You may also filter by **funding source**.

The different base worksheets may be accessed by clicking the radio buttons.

# Change Request

## Adding Children - Planning Worksheets (cont)



You must first work in the Planning Worksheets. Click on Planning and then Children to review the number entered. Highlight the number and type over for corrections. Click Save.

Use the tab button to move across the months.

**Important!!! Payment Period**

Payment period August to May, start entering the number of children (max of 18) in the block under Aug-13. Continue entering the number in the blocks through May and click Save after each classroom is complete.

Payment period September through June services, start entering the number of children in September and continue through June.

Complete this Step for every classroom that will serve children.

Also use the Planning - Children worksheet throughout the year to realign the number of children to be served. Follow the same process.

## Change Request Adding Classroom Rates - Planning Worksheets

The second worksheet you must work with is the Planning - Rates worksheet.

The screenshot shows the NCPKPlan Budget 1213 interface. At the top, there are navigation tabs: Home, NCPKKids, System Messages, InstructUD, and LocalI. Below the navigation, there is a section for 'Enter the budgeted child numbers and payment' with instructions. A summary table shows: Total Direct Services Funds Allocated: \$302,791; Actual Payments to date: \$4,530; Current Budget Anticipated Spend: \$42,542. Below this is a table of classroom rates for three sites: Glade Creek School Preschool Classroom 1, Glade Creek School Preschool State Care 1, and Glade Creek School Preschool State Care School Preschool. The table has columns for Site, Classroom, Funding Source, Line Item, and months from June 13 to June 14. The 'Total Per Contract' row shows a total payment of \$42,557. At the bottom, there are buttons for Return, Save, Commit to Budget, Reassign max rates, and Clear children served from inactive classes.

Site	Classroom	Funding Source	Line Item	Jun13	Jul13	Aug13	Sep13	Oct13	Nov13	Dec13	Jan14	Feb14	Mar14	Apr14	May14	Jun14
Glade Creek School Preschool	Classroom 1	NC Pre-K Primary	Payment Rate	0	0	0	0	0	0	0	0	0	0	0	0	0
Glade Creek School Preschool	State Care 1	NC Pre-K Primary	Payment Rate	0	0	0	0	0	0	0	0	0	0	0	0	0
Glade Creek School Preschool	State Care School Preschool	NC Pre-K Primary	Payment Rate	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Per Site				0	0	0	0	0	0	0	0	0	0	0	0	0
Total Per Contract				0	0	0	0	0	0	0	0	0	0	0	0	0

Review the Rates Guidance prepared by DCDEE.  
If an active Lead or Substitute Lead teacher has been placed/approved in the Plan, the **maximum rate for Head Start sites, Head Start sites administered by a Public School and Public School sites** will automatically populate the Plan. If your agency paid the site a lower rate (**negotiated rate**) in 12-13, you can now pay up to the maximum rate without prior approval if funds are available in your contract budget; highlight the number in the appropriate month and type over for corrections if applicable. Click Save and commit to budget.

Review the Rates Guidance prepared by DCDEE.  
If an active Lead or Substitute Lead teacher has been placed/approved in the Plan, the **maximum rate based on the teacher qualifications for a Private Child Care site** will automatically populate the Plan. If your agency will pay the site at a lower rate, highlight the number in the appropriate month and type over for corrections. Click Save.

Note: If an **exception rate** has been approved by DCDEE that rate will populate for the applicable site type. An **unqualified teacher rate** will populate for the classroom after approval of the change request.

## Change Request Adding Classroom Rates - Planning Worksheets (cont)

The screenshot shows the NCPKPlan Budget 1213 interface. At the top, it displays 'Plan: test Tyrrell County Schools', 'Contract Number: 2565414', and 'User: Sharon Johnson Fiscal Year: 2013-2014'. Below this is a navigation menu with buttons for 'Home', 'NCPKKids', 'System Messages', 'Instructions', and 'Logoff'. A secondary menu includes 'Committee', 'Contract Info', 'County', 'Sites', 'Classrooms', 'Budget', and 'Instructions'. The main content area contains a summary table and a data grid.

Category	Planning	Current Budget	NCPK Kids Submitted
Total Direct Services Funds Allocated:	\$68,400	\$180,000	\$0
Actual Payments to date:	\$0	\$180,000	\$0
Current Budget Anticipated Spend:	\$180,000	\$180,000	\$0

Filters: Sites: Tyrrell Elementary School | Classrooms: All Classrooms | Funding Source: NC Pre-K Primary

Site	Classroom	Funding Source	Line Item	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14
Tyrrell Elementary School	TEG-01	NC Pre-K Primary	Children	0	18	18	18	18	18	18	18	18	18	18	0
			Payment Rate	\$ 0	\$ 1000	\$ 1000	\$ 1000	\$ 1000	\$ 1000	\$ 1000	\$ 1000	\$ 1000	\$ 1000	\$ 1000	\$ 1000
Total For Site			Children	0	18	18	18	18	18	18	18	18	18	18	0
			Payment	\$0	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$0
Total For Contract			Children	0	18	18	18	18	18	18	18	18	18	18	0
			Payment	\$0	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$0

Receive a red error message!  
To resolve you may need to:  
1 - adjust the number of children,  
2 - verify rates per classroom,  
3 - review the number of months children will be served.

You can not exceed your total direct services allocation amount!

Click Save after resolving issues.

**Note: All issues must be resolved before moving to the next Step.**

Classroom rate is Zero????

To resolve you may need to:  
1 - check Teacher Placement

2 - check the CR List,

3 - verify teacher start date.

Click Save after resolving issues.

# Change Request

## Adding Classroom Rates - Planning Worksheet and Budget Worksheet

**Important!** You should Plan spending as much as possible of the Planning Direct Services funds before moving to the next Step. In this example the Contractor has \$23,779 remaining that can be used to serve additional children.

Return to Planning Children to increase the number of children you plan to serve. Make sure all classrooms are included in the computation.

Plan: test Tyrrell County Schools      Edit Mode: Change Request  
 Contract Number: 2563213      User: Susan Blackard      Fiscal Year: 2012-2013

Home    NCPKKids    System Messages    Instructions    Print View    Logoff

Enter the budgeted child numbers and payment. Actual children served will come from NC Pre-K Kids.  
 Numbers with errors will show up as red.  
 If you hover over the site, it will display the site type.  
 If you hover over each cell, it will tell you the reimbursement rate rules that are being applied for that classroom and month.

Total Direct Services Funds Allocated: \$60,028

	Planning	Current Budget	Actual
Payments:	\$36,250	\$36,250	\$0
Funds Remaining:	\$23,778	\$23,778	\$60,028

Filters: Sites: [-All Sites-]    Classrooms: [-All Classrooms-]    Funding Source: [NC Pre-K Primary]     Planning     Children  
 Budget     Rates  
 Actual     Children and Rates

Site	Classroom	Funding Source	Line Item	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13
				Planning											
Tyrrell Elementary School	Classroom 2	NC Pre-K Primary	Payment Rate	\$ 100	\$ 100	\$ 100	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Tyrrell Elementary School	TES-01	NC Pre-K Primary	Payment Rate	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473	\$ 473
Total For Contract			Children	0	12	12	12	12	12	12	12	12	12	12	0
			Payment	\$0	\$3,065	\$3,065	\$3,765	\$3,765	\$3,765	\$3,765	\$3,765	\$3,765	\$3,765	\$3,765	\$0

Return    Save    Commit to Budget

**All Planning issues resolved!**

You are ready to Commit to Budget! Click **Commit To Budget** button. If all entries were saved in Planning the Planning - Payments and Funds Remaining should be the same in Current Budget - Payments and Funds Remaining.

If they are not the same go back to Planning and review each classroom child number and rate.

## **Additional Notes on Planning Worksheet, Budget Worksheet and Actual Worksheet**

1. A site and/or classroom will not be reflected on the list if the change request has not been approved by DCDEE.
2. When a teacher is exited, the Planning Child and Rates worksheets will automatically be highlighted and payment can not be computed until issue is resolved
3. **Planning Phase** - Payments and Funds Remaining = When you start your process of assigning the number of children anticipated to be served in a classroom for 10 months. The amount in Planning - Payments is the amount of funds you Plan to pay out. Funds Remaining indicates how much you can still Plan to pay out or how much you have exceeded.  
**Current Budget Phase** - Payments and Funds Remaining = You are now ready to put your Plan into action by budgeting for payments of children to be served for 10 months, issue subcontracts, etc.  
**Actual Phase** - Payments and Funds Remaining = NCPre-KKids will count the number of children served for 10 days or more and multiply the total children served times the classroom rate. The system will enter the number of children served in the applicable month and the rate for which payment was calculated by classroom.

## Change Request Removing a Classroom

Important: If a site/classroom has served NC Pre-K children it CANNOT be removed the Plan.

Plan: test Halifax Warren SmartStart Partnership for Children Edit Mode: Change Request  
Contract Number: 2575713 User: Brenna CarpenFiscal Year: 2012-2013

Home NCPKKids Instructions Logoff

Committee Contract Info County Sites **Classrooms** Budget Instructions

Classroom Forms List

Select	County	Site	Classroom Code	Max Appr. Size	End Date
<input type="radio"/>	Halifax	Aurelian Springs Elementary School	33-42-HA-AS-01	18	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Aurelian Springs Elementary School	33-42-HA-AS-02	18	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Aurelian Springs Elementary School	33-42-HA-AS-03	18	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	33-42-RR-01-01	18	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	33-42-RR-CH-02	18	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	33-42-RR-CH-07	18	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	33-42-RR-CH-08	18	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	33-42-RR-CH-09	18	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Dawson Elementary School	33-42-HA-DW-01	18	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Everetts Elementary School	33-42-HA-EV-01	18	<a href="#">Remove</a>
<input type="radio"/>	Halifax	Everetts Elementary School	33-42-HA-EV-02	18	<a href="#">Remove</a>

Change Request Adjust Rates and Children Previous Next

Note: Teachers should be exited from the classroom prior to removing (or deactivating) a classroom.

Click REMOVE to remove (or deactivate) a classroom. In order to remove, a classroom can have no child numbers, active Teachers or actual amounts. Use Adjust Rates and Children process to remove child number from the classroom (see page 45-47).

# Change Request Budget - Management Tool

The 13-14 NC Pre-K Plan has a new budget format. Use this page to monitor your budget throughout the year.

From State NC Pre-K's Office  
 Total Direct Services Funds Allocated: \$444,716  
 Direct Services Funds Remaining: \$439,986

1. Total Operating Budget

Month	Currently Budgeted Expenditure	Actual Attendance	State Office Payments	Running Total
Jul-13	\$0.00	\$0.00	\$0.00	\$0.00
Aug-13	\$11,050.00	\$0.00	\$0.00	\$11,050.00
Sep-13	\$11,050.00	\$0.00	\$0.00	\$22,100.00
Oct-13	\$11,050.00	\$0.00	\$0.00	\$33,150.00
Nov-13	\$11,050.00	\$0.00	\$0.00	\$44,200.00
Dec-13	\$11,050.00	\$0.00	\$0.00	\$55,250.00
Jan-14	\$11,050.00	\$0.00	\$0.00	\$66,300.00
Feb-14	\$11,050.00	\$0.00	\$0.00	\$77,350.00
Mar-14	\$11,050.00	\$0.00	\$0.00	\$88,400.00
Apr-14	\$11,050.00	\$0.00	\$0.00	\$99,450.00
May-14	\$11,050.00	\$0.00	\$0.00	\$110,500.00
Jun-14	\$0.00	\$0.00	\$0.00	\$110,500.00
<b>Totals</b>	<b>\$110,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$110,500.00</b>

**Total Direct Services Funds Allocated from DCDEE.**  
 The system tracks the **Direct Services Funds Remaining** (difference in the Total Direct Services Funds Allocated and the Actual Amount (your monthly reimbursement amount paid by DCDEE)).

The **State Office Payment Column** is the total amount paid to the contractor by DCDEE

The **Currently Budgeted Expenditures Column** represents the amount calculated by the number of children to be served times the rate per child as found in your **Budgeted Child and Rates** worksheets.

The **Actual Attendance Column** represents the total amount to be reimbursed to you based on the number of children served in NC Pre-KKids for each classroom times the rate found in your **Budgeted** worksheet.

The **Running Total Column** is the sum of the **Currently Budgeted Expenditure Column** plus any **State Office Payments** which should total your monthly reimbursement for that service period.

## Change Request Budget - Estimated Other Resources

At least twice a year (December 15 and May 15) you should review and update the Estimated Other Resources in the Plan, if needed.

From Home page, click Change Request, click Budget and then click Change Request again.

To change information in text boxes, highlight the existing information and then type in new information. SAVE after each change.

To add new sources, click NEW and enter information in text boxes. SAVE after each addition.

Scroll down to enter effective date and relevant comment.

NCPKPlan: Budget Screen

Plan: test Halifax Warren SmartStart Partnership for Children Edit Mode: Change Request  
Contract Number: 2575713 User: Brenna Carpena Fiscal Year: 2012-2013

Home NCPKKids Instructions Logoff

Committee Contract Info County Sites Classrooms **Budget** Instructions

Budget Screen

From State NC Pre-K's Office

Total Direct Services Funds Allocated: \$1,443,190  
Direct Services Funds Remaining: \$1,443,190

Preschool Disabilities/Exceptional Children:   
City/County/Local Appropriation:   
Subsidy:   
Private Provider Funds:

Other In-Kind Sources

Source	Amount
<input type="button" value="New"/>	
B.2. Subtotal In-Kind Estimated Other Resources:	\$10,000
B. Total Estimated Other Resources:	\$1,894,600
C. Total Administrative Funds:	\$0
Number Of Slots with Startup Funds: <input type="text" value="0"/>	
D. Total Start-Up Budget (\$500 x slots):	\$0
E. Total Operating Budget (A + B + C + D):	\$3,337,790

Change Request Previous Save Next

You can SUBMIT from this screen or from the CR List (see next page).

# CR List

The CR list is your best friend.

To get this screen go to the Home page and click CR List (see page 13).

**Change Request List**

Filter List By: All Select a header item to sort by that column.

CR #	CR Type	Submit Check	Effective Date	Name	CR Status	Submit Date	Approv Date	Admin Letter	Except Letter	Contr Amend	Date Sent
<a href="#">13</a>	Classroom Slots Change		9/2008	0809 Yancey County Schools: Slot change	Submitted	07/03/08					
<a href="#">10</a>	Classroom Add	<input type="checkbox"/>		Site: Bald Creek Child Development Center, Class: 05	Not Submitted						
<a href="#">12</a>	Classroom Add	<input type="checkbox"/>		Site: Bald Creek Child Development Center, Class: 07	Submitted						
<a href="#">9</a>	Budget Change	<input type="checkbox"/>		0809 Yancey County Schools 2008 2009	Not Submitted						
<a href="#">11</a>	Classroom Add	<input type="checkbox"/>		Site: Intermountain	Submitted						

You can Filter List by using the dropdown box or you can select a header item to sort by that column.

You can submit your Change Requests from this screen by checking the Submit Check box and clicking SUBMIT CHECKED. NCPRE-KPlan validates all information when you submit.

To review a Change Request, click its CR #.

## CR List (cont)

Change Request List

Filter List By: All Select a header item to sort by that column.

CR #	CR Type	Submit Check	Effective Date	Name	CR Status	Submit Date	Approv Date	Admin Letter	Except Letter	Contr Amend	Date Sent
1	Classroom Slots Change	<input type="checkbox"/>		Schools 2008-2009 0809 Yancey County Schools: Slot change	Not Submitted			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Teacher Credential Change	<input type="checkbox"/>	8/2008	Intermountain Children Service, Inc., Burnsville Head Start, Teach: Gloria Burleson	Not Submitted			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Teacher Add		8/2008	Bald Creek Child Development Center, Class: Bald	Approved	07/07/08	07/07/08	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/11/2008

Note the CR Status, the Approval Date, the Type of Approval Required, and the Date that Approval was sent.

## Edit A Change Request from the CR List

**Change Teacher Name**  
This Change Request is to reflect a change in teacher's name only (e.g., due to marriage or divorce).  
If there is a change in teacher, you must submit a Teacher Change Request

A change request must be sent to the State MAF Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

County:	Yancey	Site:	Intermountain Children Service, Inc.
Classroom Code:	Burnsville Head Start	Teacher Type:	Assistant
Teacher First Name:	Gloria	Teacher Last Name:	Burleson
Highest Degree:	AA / AAS	Major:	Early Childhood Education

Effective Date: (MM/YYYY)

New Comment:

Comment History:

**Save**   **Submit**   **Delete**   **Back**

You get to this screen by clicking the CR # from the CR List screen (see page 55).

If a Change Request is returned to you by the State Office Pending More Information, edit the Change Request from this screen and resubmit the CR to the State Office.

You can SUBMIT from this screen.

You can DELETE a change request from this screen if the status of the Change Request is either Not Submitted or Denied.

## Email Notification from State Office

NCPRE-KPlan emails Contract Administrators, Program Contacts, and Additional Contact (if box is checked) when Change Request is PENDING MORE INFORMATION.

This email is to inform you of a status change to a Change Request.  
Change Request Contract Name: **Yancey County Schools**  
Change Request Number: **3, Administrator Credential Change**

Site: Intermountain Children Service, Inc.  
Administrator: Nora Hise

The previous status was: **Submitted**  
The Change Request status has been changed to: **Pending More Information.**

To edit Change Request go to CR List, select CR#, and make changes (see pages 55-57).

NCPRE-KPlan emails Contract Administrators, Program Contacts, and Additional Contact (if boxed is checked) when Change Request is APPROVED or DENIED. Rates for teacher approved with an exception will be in the comments.

This email is to inform you of a status change to a Change Request.

Change Request Contract Name: **Yancey County Schools**  
Change Request Number: **3, Administrator Credential Change**

Site: Intermountain Children Service, Inc.  
Administrator: Nora Hise

The previous status was: **Submitted**  
The Change Request status has been changed to: **Approved.**

The approved changes populate your Plan and NCPRE-KKids, if applicable. You will receive an Administrative Letter that includes the approved changes.

## Software Requirements

To use NCPre-KPlan, your computer must support Internet Explorer version 6 or higher. If you have an older version of this browser, a free download of Internet Explorer 7 is available at:

<http://www.microsoft.com/windows/downloads/ie/getitnow.msp>

NC Pre-K Plan has not been successfully tested with other browsers, such as Netscape and Firefox.

## Additional Assistance

For assistance with NCPre-KPlan or the Fiscal and Contract Manual contact Sharon Rankin Johnson at the Division of Child Development and Early Education: 919-527-6536 or [sharon.johnson@dhhs.nc.gov](mailto:sharon.johnson@dhhs.nc.gov). Mailing address: NC Pre-kindergarten Program Attention: Sharon Rankin Johnson, 2201 Mail Service Center Raleigh, NC 27699-2201.

For assistance with NC Pre-K Kids or APP contact Rachel Kaplan at the Division of Child Development and Early Education: 919-527-6548 or [rachel.kaplan@dhhs.nc.gov](mailto:rachel.kaplan@dhhs.nc.gov).

For assistance with Change Requests regarding classroom adds, teachers, teacher assistants, and long and short-term substitute teachers and assistants, contact a regional NC Pre-K Policy Consultant (see NC Pre-K Regional Map at [http://ncchildcare.nc.gov/PDF\\_forms/NCPre-K\\_Program\\_Regions\\_Map.pdf](http://ncchildcare.nc.gov/PDF_forms/NCPre-K_Program_Regions_Map.pdf) for contact information).

For assistance with Change Requests for administrators and principals, contact Heather Marler, [heather.marler@dhhs.nc.gov](mailto:heather.marler@dhhs.nc.gov) or (919) 527-6609.

For assistance about the Program Requirement & Guidance Manual, NC Pre-K Contract Administrators should refer to the [DCDEE Early Education Unit roles chart](#) to determine the appropriate person to contact with any questions.

# Print Menu

Report Menu  
All reports below apply to contract: test Tyrrell County Schools

1. [Print](#) County / Region Plan Document.
2. [Print](#) Audit Log Report.
3. [Print](#) Classroom Summary Report.
4. [Print](#) Program Consultant Site Visit Report.
5. [Print](#) Program Consultant Contract Visit Report.
6. [Print](#) Smart Start Audit Report.
7. [Committee Signatures](#) Next Year Assurances/Requirements and Committee Signature Report.

[Back](#)

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This is the screen you will see after you click PRINT MENU.

All reports are generated in PDF format and are ready to print.

Click Committee Signatures to generate a hard copy of your next year Section I document

Click PRINT to generate a hard copy of your 2015-2016 Plan.

Click the OPEN icon.

Click PRINT to print a summary of all sites/classrooms/slots in your Plan (similar to the former Section IV of NCPre-KPlan). Click the OPEN icon. See the following pages for samples of Reports #3 through #6.

The Audit Log Print tracks changes made to your Plan.

## NCPre-KPlan Classroom Summary Report

<b>Contractor:</b>	0809 Yancey County Schools				
<b>Contract Number:</b>	0092-09				
<b>Approval Status:</b>	Approved				
Site Name	Type of facility	Child Care License #	LEA/School Code	Current Star Rating	Number of Classes
Bald Creek Child Development Center	Private Non-profit child care center	0055003		4 Star	1
Intermountain Children Service, Inc.	Head Start program	00000004		4 Star	2
Mountain Heritage Child Care Center	Public School	0055005	995-330	5 Star	1
<b>Number of Sites: 3</b>				<b>Totals:</b>	<b>4</b>

This report prints out each site name, type of facility, child care license number (if available), LEA/School code (if applicable), current star rating and number of NC Pre-K classrooms for the current month. The contractor name, contract number, and approval status, (broken out by county, where appropriate) are included in the header section. The total number of sites and number of classrooms are printed at the bottom of this report.



## Program Consultant Site Visit Information

County	Contractor	Contract Administrator		Program Contact			
0809 Yancey	0809 Yancey County Schools	Tim Hensley		Renee McCurry			
Site Name	Site Administrator	Admin. Credential	Site Telephone	Street Address	City	Site License	Star Rating
Bald Creek Child Development Center	Katherine Bennett	Admin Cred II	(828) 682-6956	57 Pleasant Valley Road	Burnsville	0055003	4 Star

Classroom Code	Year Designated	Maximum Class Size	Curriculum	Developmental Assessment	Ongoing Assessment Tool
Bald Creek M@F	2002-2003	18	Creative Curriculum - 4th ed (2002)	DIAL-3	Creative Curriculum Assessment Tool
Teacher Type	First Name	Last Name	Highest Degree	Credential	Exit Date
Lead	Sandra	Hoover	BA / BS	NC Early Childhood Credential	
Assistant	Sarah	Jones	AA / AAS	None	

This report provides a convenient overview of each NC Pre-K program site. All sites or one particular site (selected from a dropdown list of all sites) can be selected to be printed in the report. The header contains the county, contractor, contract administrator, and program contact. For each site selected, the site name, administrator (including administrator credentials), and site address, telephone number, license number, and star rating are printed. Within each site for each participating classroom, the following information is printed: classroom code; year designated as a NC Pre-K classroom; maximum class size; curriculum, developmental assessment, and ongoing assessment tool being used; and Teacher information (Teacher type, first and last name, highest degree, and credential).

## Program Consultant Contract Visit Information Report



### Program Consultant Contract Visit Information

Contractor: 0809 Yancey

Agency: 0809 Yancey County Schools

Program Contact:	Renee McCurry	Fiscal Administrator:	Robbie Renfro	Contract Administrator:	Tim Hensley
Title:	Early Childhood Edu.	Title:	Director of Finance	Title:	Career/Technical
Telephone:	(828) 682-6103	Telephone:	(828) 682-6101	Telephone:	(828) 682-6101
E-Mail:	kkconsulting@nc.rr.com	E-Mail:	kkconsulting@nc.rr.com	E-Mail:	kkconsulting@nc.rr.com
Address:	P. O. Box 190 Burnsville, NC 28714	Address:	100 School Circle Burnsville, NC 28714	Address:	100 School Circle Burnsville, NC 28714

Total Administrative Services Funds: \$
Total Direct Services Funds \$

Superintendent (or Designee):	Dr. Tom Little
Local Partnership Board Chair (or Designee):	Neil Brown
Head Start Program Representative:	Arvene Byrd
Licensed Child Care Representative:	Laura Graham
Child Care Resource/Referral Agency Representative:	Heather Hall
Social Services/Child Subsidy Representative:	Melissa C. Roberts
Parent Representative:	Renee' Hughes

This report provides a convenient overview of the administrative side of the NC Pre-K contract for a given contractor. Contractor name and agency are provided in the header, followed by the contact information (name, title, telephone number, e-mail address, and regular mail address) for the NC Pre-K Program Contact, Fiscal Administrator, and the Contract Administrator. The next section provides the total direct service funds and administrative funds. The bottom section gives the composition of the NC Pre-K Committee, including the name of the local school Superintendent (or designee), local Partnership Board Chair (or designee), and the representatives for Head Start, licensed child care, child care resource/referral agency, social services or child subsidy, and parents.

# Smart Start Audit Report

**Smart Start Audit Report**

Contract: Yancey  
Site: Bald Creek Child Development Center

Teacher	Child Name	Child ID	DOB	M/F	First day of attendance	Withdrawal Date	Health Asmt Date	Dev Screen Date	At Risk Status
Hoover, Sandra	Due to confidentiality, these columns have been blocked.		04/04/2003	F	08/27/2007				Child Meets Re-Previously S
Hoover, Sandra			04/03/2003	M	08/27/2007				Child Meets Re-Previously S
Hoover, Sandra			04/22/2003	F	02/04/2008				Child Meets Re-Previously S
Hoover, Sandra			04/29/2003	M	08/27/2007			05/17/2007	Never Been S
Hoover, Sandra			10/11/2003	M	10/22/2007				Never Been S
Hoover, Sandra			09/22/2003	M	08/27/2007				Child Meets Re-Previously S
Hoover, Sandra			11/03/2002	F	08/27/2007	11/30/2007			Never Been S
Hoover, Sandra			08/01/2003	M	08/27/2007				Never Been S
Hoover, Sandra			06/12/2003	M	08/27/2007			12/15/2006	Child Meets Re-Previously S
<b>Site: Intern</b>									
Teacher	DOB	M/F	First day of attendance	Withdrawal Date	Health Asmt Date	Dev Screen Date	At Risk Status		
McHone, Elizabeth	08/14/2003	F	08/13/2007	12/13/2007	08/14/2007	07/24/2007	Never Been S		
McHone, Elizabeth	11/15/2002	M	08/13/2007		12/20/2006	02/28/2007	Placed Child		
McHone, Elizabeth	02/03/2003	M	08/14/2007			07/24/2007	Child Meets Re-Previously S		

This report is useful if your sites are subject to a Smart Start Audit. For each NC Pre-K student, the following information is listed: Teacher name, child name, child ID, date of birth, gender, the first day of attendance, withdrawal date (if appropriate), health assessment date, developmental screening date, and at-risk status. It is recommended that this report be run at the end of each school year before closeout so that the data will be available for a Smart Start audit conducted in the following year.

## Drop Down List Choices

NCPre-KPlan Field Title	2013-2014 Input Location	Drop Down Box Choices
Type of Site	Section IV Site	Public School Head Start Program Head Start Program Administered by Public School Private Non-profit child care center Private For-profit child care center
Current Star Rating	Section IV Site	5 Star 4 Star Temporary Public School In Process
Principal/Director	Section IV Site	Principal Director Interim Principal Interim Director
Highest Degree	Section IV Site Director/Principal	PhD/EdD MA/MS BA/BS AA/AAS High School Diploma/GED Less than High School Diploma
Highest Administrator Credential	Section IV Site Director/Principal	Principal License Admin Cred III Admin Cred II Admin Cred I None
Working on Administrative license/ credential.	Section IV Site Director/Principal	If Working on, select the highest one that applies (drop down box): Principal License Admin Cred III

		Admin Cred II Admin Cred I Not working on
Degree working on	Section IV Site Director/Principal	If Working on, select the highest that applies (drop down box): PhD/ EdD MA/MS BA/BS Not working on
Curriculum Selected	Section IV Site Classroom	Creative Curriculum for Preschool - 4 <sup>th</sup> ed (2002) Creative Curriculum for Preschool 5 <sup>th</sup> ed (2007) Creative Curriculum System for Preschool - (2010) Opening the World of Learning (OWL) (2005) High Reach Learning - (2009) High Scope Preschool Curriculum (2002) Explorations with Young Children (Bank Street) (1992) The Empowered Child, Childtime - 2 <sup>nd</sup> ed (2007) Tutor Time LifeSmart (2005) Passports: Experiences for PreK Success (2007) Investigator Club PreK Learning System, NC Edition (2007-2012) Tools of the Mind - (2009-2011) La Petite Academy Journey® on the Learning Care System™ Links to Literacy, 2005 HighScope Preschool Curriculum, 2012
Ongoing Instructional Assessment Tool	Section IV Site Classroom	Creative Curriculum Developmental Continuum, Ages 3-5 Creative Curriculum Developmental Continuum, Ages 3-5 & Teaching Strategies GOLD Learning Care System - Emp. Child and Tutortime Work Sampling System High Scope PreSchool Child Observation Record 2 <sup>nd</sup> ed (Preschool COR) Galileo On-line Assessment System Learning Accomplishments Profile 3 <sup>rd</sup> ed (LAP 3) Galileo Pre-K The Creative Curriculum Developmental Continuum Assessment System

		HighScope Child Observation Record, 2d Edition Investigator Club Teaching Strategies GOLD® The Work Sampling System, 4 <sup>th</sup> Edition
Developmental Screening Tool	Section IV Site Classroom	DIAL- 3 DIAL - 4 Brigance Early Childhood Screen II (3-5 years) Brigance Head Start Screen Brigance Preschool Screen II (under 4 yrs, 11 mos) Brigance K & 1 II (5 yrs, 0 mos and older) Ages and Stages Questionnaires, Third Edition (ASQ) Ages and Stages Questionnaires (ASQ) Parents' Evaluation of Developmental Status (PEDS)
Teacher Type	Section IV Site Classroom Teacher	Lead Lead, on extended leave Long-term Substitute Lead Assistant Assistant, on extended leave Long-term Substitute Assistant
Highest Degree in an Early Childhood Education field	Section IV Site Classroom Teacher	Select highest one that applies: PhD/EdD MA/MS BA/BS AA/AAS High School diploma/GED Less than High School diploma No ECE Degree
ECE Major	Section IV Site Classroom Teacher	Early Childhood Education Child Development Family and Child Studies Human Development and Family Studies Psychology (minimum 24 semester hours in ECE/CD) Consumer Science Education Elementary Education Special Education Other Early Childhood Degree

Highest Non ECE Degree	Section IV Site Classroom Teacher	Ph.D/Ed.D MA/MS BA/BS AA/AAS High School diploma/GED Less than high school diploma No non-ECE degree
Highest Credential	Section IV Site Classroom Teacher	Child Development Associate (CDA) Other None
Highest Licensure	Section IV Site Classroom Teacher	Select the highest one that applies: B-K / Pre-K/K Standard Professional I B-K / Pre-K/K Standard Professional II Provisional Pre-K/K Add-on NC Lateral Entry B-K License Other NC Teacher's License Another State Teacher's License Provisional NC Teacher's License NC Early Childhood Credential Other None
Degree Working on	Section IV Site Classroom Teacher	Select highest one that applies: PhD/EdD MA/MS BA/BS AA/AAS High School diploma/GED not working toward degree

Licensure / Credential Working On	Section IV Site Classroom Teacher	B-K Degree License Pre-School Add-on Child Development Associate (CDA) Other None
Teacher Race/Ethnicity	Section IV Site Classroom Teacher	American Indian/Alaska Native Asian Black/African American Native Hawaiian/Other Pacific Islander White/European American