



Making Changes to NCPre-KPlan 2012-2013 USER GUIDE

July 2012



https://maf.ad.unc.edu/NCPre-KPlan_1213/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.

Special thanks to the Contractors for allowing us to use them as the example in this User Guide.



New Items:

1. New Website address: https://maf.ad.unc.edu/NCPre-KPlan_1213/login.aspx
2. Reimbursement for 2012-2013 will be computed on the **site type, Lead and Substitute Lead teacher qualifications and rates in the Plan and on child attendance in NC Pre-KKids**. **CRITICAL** - site types, teacher start and exit dates and teacher qualifications.
3. Any site(s) without a Child Care License Number and/or less than a 4 star rating did not roll forward in the 12-13 Plan and must be addressed on the Missing Site page as a Non Licensed Site.
4. Curriculum, ongoing instructional assessment tools and developmental screening tools have new drop down choices. Four developmental screening tools have been removed ((LAP-D, ESI-P, ESI-K and K-SEAL/DECA/SSRS) from the Plan.
5. 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 11-12 Plan did not roll forward in the 12-13 Plan.
6. The 2012-13 Plan includes a new **Rates and Children** button available in **View** mode and a new **Adjust Rates and Children** in the **Change Request** mode along with **nine** new worksheets. The worksheets contain **filters**. You may view **all sites** or an **individual site**. You may also view **all classrooms** or for an **individual site** or just **one classroom** at a time. You may also filter by funding source.
7. Updates to the Child Care License Number and Star Rating are a Change Request.



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 slots.
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. 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.
6. To change Teacher Type (lead or assistant) use Change Teacher Type/Credential Change Request.
7. Telephone number format is (xxx) xxx-xxxx. Fax number format is (xxx) xxx-xxxx.
8. If you click on the calendar icon to select a date and the calendar does not appear on your screen, check your Task Bar at the bottom of your screen. The calendar may be hidden behind the page on which you are working. By clicking on its entry on the Task Bar, the calendar will be brought to the forefront.
9. 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	13-14
	Other Designated Members			
	Other Representatives			
Contract Information	Contract Agency Name	State Office - susan.blackard@dhhs.nc.gov	New Contract to be issued	n/a
	Contract Agency Type			
	Contract Federal Tax ID			
	Contract Agency Address, Phone Numbers, & Fiscal year	Plan Administrator	Automatic	15
	Contract Administrator Name & Information			
	Program Contact Name & Information			
	Fiscal Administrator Name & Information			
Additional Contact, Name, Phone, & Email address	Plan Administrator	Automatic	16	



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	18-19
	Site Name	State Office - susan.blackard@dhhs.nc.gov		18-19
	Current Star Rating , Child Care License # & Site address	Plan Administrator	Change Request/Administrative letter	18-19
	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.	27
	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.	24-26



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)	20-21
	Phone Numbers	Plan Administrator	Automatic	20-2
	Type, Highest Degree and Major, Credential or Working on Credential Program, Working on Degree Program and Major	Plan Administrator	Change Request / Administrative Letter	20,22
	New Principal/Director	Plan Administrator	Change Request / Administrative Letter (New signature not necessary with existing site)	20,23



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.	28-29
	Max. Approved Class Size & Year Designated NC Pre-K	State Office - susan.blackard@dhhs.nc.gov		28-29
	Remove a Classroom	Plan Administrator	Automatic: however a classroom cannot have any child numbers, teachers, or service	47
	Add New Classroom	Plan Administrator	Change Request / Administrative Letter if # of children served remains same. Contract Amendment if DCDEE changes amount direct services funds.	28, 37-39



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	28, 31
	Race / Ethnicity, Entry Date, Exit Date	Plan Administrator	Automatic (exit date should be entered only if Teacher leaves the classroom)	28, 32
	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	28, 33



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)	28
	Add a New Teacher	Plan Administrator	Change Request / Administrative Letter	28, 34
	Move Teacher	Plan Administrator	Automatic	28, 35-36
Budget	Direct Services, Administrative Services & Start-up Allocation	State Office - susan.blackard@dhhs.nc.gov		n/a
	Estimated Other Resources	Plan Administrator	Change Request/ Email Approval	49
	Planning - Children Served	Plan Administrator	Automatic	40-42
	Planning - Rates	State Office Plan Administrator	Automatic	40, 43-46

Logon

Go to: https://maf.ad.unc.edu/NCPre-KPlan_1213/login.aspx

Web address for 2012-2013 NCPre-KPlan. If you haven't already made it a favorite, you should.

NORTH CAROLINA
NC Pre-K
Prekindergarten Program

NC Pre-K Plan 2012-2013

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

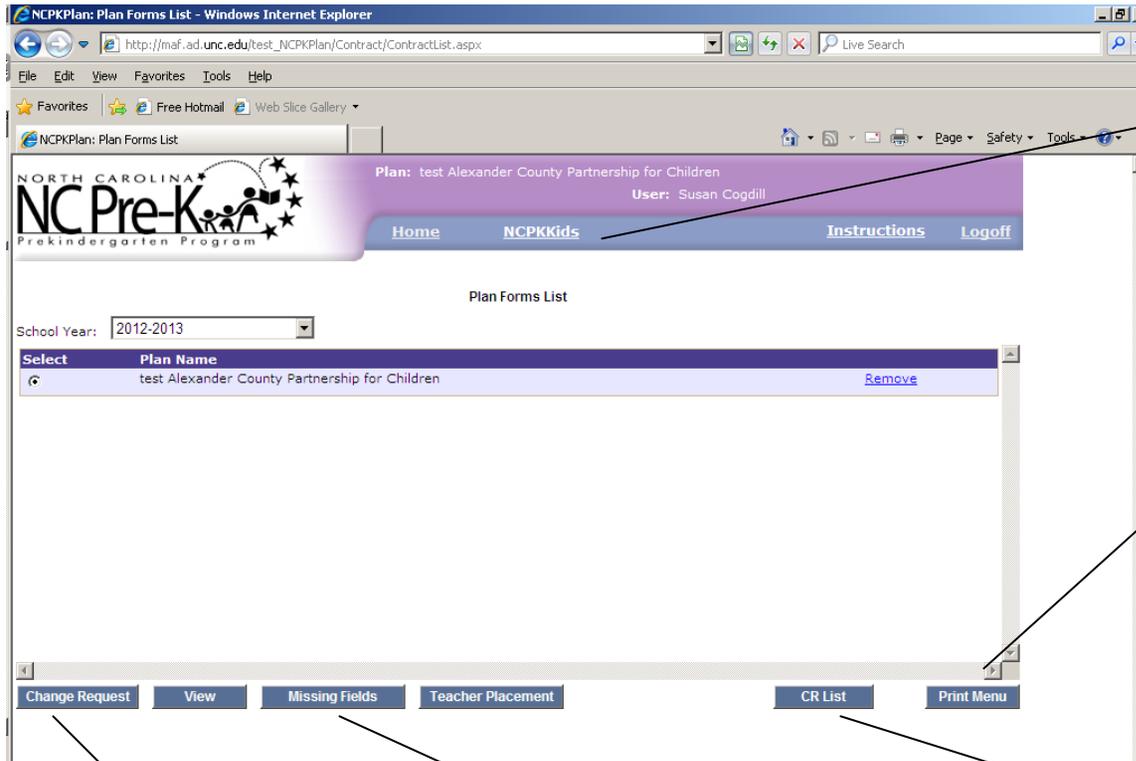
This is the Underscore key between NCPre-KPlan and 1213.

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) 890-7203 or cedric.booth@dhhs.nc.gov

Home Page

Welcome to your Home



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

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 2012-2013 NCPre-KPlan, click "Missing Fields" to see the screen shown on page 9.

VERY IMPORTANT
To access all Change Requests click CR LIST. See page 50.

Complete Missing Site / Classroom Data

Initial Log on to 2012-2013 NCPre-KPlan will open this screen for Missing Fields. To leave this page and return to another page in 2012-2013 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	Principal Change	Action	Year End Date for NC Pre-K Services
Bertie	Askewville Preschool			<input type="text"/>
Bertie	Aulander Elementary		No Action	<input type="text"/>
Bertie	Colerain Elementary		No Action	<input type="text"/>
Bertie	West Bertie			<input type="text"/>

Save

Missing Classroom Information

If class will provide NC Pre-K services this year, click on the "Update" button, then correct the issues with the classroom and save your changes.

County	Site	Classroom	Issues	Update Classroom Information
Bertie	Askewville Preschool	01	Classroom Start/Stop Time: Classroom must serve children at least 6.5 hours per day.	Update
Bertie	Askewville Preschool	03	Classroom Start/Stop Time: Classroom must serve children at least 6.5 hours per day.	Update
			Classroom Start/Stop Time:	

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

1. **Action - Non Licensed Sites** - Refer to Step 1 in Step by Step Guide.
2. **Site Year End Dates** - Refer to Step 3 in Step by Step Guide.
3. **Principal Change** - Refer to Step 4 in Step by Step Guide.

This page may also include Missing Classroom Information such as Developmental Screening Tools, classroom hours, etc. Address each of the issues found on the Missing Fields page. Refer to Step 5 in Step by Step Guide. Click Home to continue.

The Missing Fields button will disappear after all issues are addressed.

Teacher Placement

Initial Teacher Placement

Site	Classroom	Teacher	Move to new objClassroom	Action	Start Date
Alexander County Head Start	HS01	Amber Elder	Move Amber	No Action	
Alexander County Head Start	HS01	Jamie Fox	Move Jamie	No Action	
Alexander County Head Start	HS01	Tina Hartwell	Move Tina	No Action	
Alexander County Head Start	HS02	Stephanie Jolly	Move Stephanie	No Action	
Alexander County Head Start	HS02	Akia Rose	Move Akia	No Action	
Alexander County Head Start	HS03	Carolyn Johnson	Move Carolyn	No Action	
Alexander County Head Start	HS03	Amanda Rice	Move Amanda	No Action	

Teachers on Hold Placement

For Teachers on Hold to be placed in a classroom, choose an action below to update credential/status through the Change Request process.

County	Site	Classroom	Teacher	Action	Start Date
Alexander County Head Start	HS02	Jan Gilliam		Did Not Return	

Save Next

Teacher Placement

This is the Teacher Placement screen. To leave this page and return to another page in NCPre-KPlan 2012-2013, click Home. Follow instructions for placement of teachers.

Long-term Substitute Teachers and those with exceptions will appear at the bottom of the Teacher Placement Screen. Follow prompts to update their credentials in a Change Request requiring DCDEE approval.

To move a Teacher to another classroom click the "Move _____" link to open the screen (see next page) and complete required information. Once saved, the Teacher will be moved to the selected classroom in NCPre-KPlan.

If a teacher is not returning, select Did not Return from the drop down list and when the screen is saved, the teacher will be removed from the screen.

Teacher Placement (cont)

Place Teacher in New Classroom for: Sandra Hoover

Select the new site and classroom for this teacher and add their start date for the selected classroom. The teacher will then show in the new classroom and be removed from the Teacher Placement page.

Teacher:	Sandra Hoover	New Classroom:	Yancey
County:	Yancey		-- Select a Site --
Site:	Bald Creek Child Development Center		-- Select a Classroom --
Classroom Code:	Bald Creek M@F		
Teacher Start Date:			

Copyright 2007. More at Five.org/leadership/program

When you click on "Move _____" on the Teacher Placement Screen, this is the page that opens.

Select the Site and Classroom; enter the Start Date for the Teacher and click "OK" and the Teacher will be moved to the new site and class, with the appropriate start date.

Change Request

Committee Contract Info County Sites Classrooms Budget Instructions

County / Region More at Four Committee

Co-Chairs

Superintendent (or Designee)

Superintendent LEA Email

Local Partnership Board Chair (or Designee):

LP Board Chair Partnership Name Email

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

Head Start Program Rep:

Licensed Child Care Rep:

Child Care Resource /

Previous Save Next

This is the page you will see after you click CHANGE REQUEST from the HOME page (see page 8).

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)	Name	LEA	Email
Superintendent	Dr. Tom Little	Superintendent Yancey County	tslittle@yanceync.net
Local Partnership Board Chair (or Designee):	Name	Partnership Name	Email
LP Board Chair	Neil Brown	Mitchell-Yancey Partnership fo	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:

Public School Exceptional Program Representative :

Parent Representative:

Others:

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

| |

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

Change Request

Changing Contract Information

The screenshot shows a web application interface with a navigation menu at the top containing buttons for 'Committee', 'Contract Info', 'County', 'Sites', 'Classrooms', 'Budget', and 'Instructions'. The 'Contract Info' button is highlighted with a pink oval. Below the menu, the page title is 'Contract Information'. The form is divided into two columns. The left column contains fields for 'Designated Administrative Agency' (Yancey County Schools), 'Phone Number' ((828) 682-6101), 'Fax Number' ((828) 682-7110), 'Federal Tax Identification Number' (56-6001138), and 'Agency Type' (Public School). The right column contains fields for 'Street Address (No PO Box)' (100 School Circle), 'City' (Burnsville), 'State' (NC), 'Zip' (28714), 'Mailing Address' (P. O. Box 190), 'Mailing City' (Burnsville), 'Mailing State' (NC), and 'Mailing Zip' (28714). There is a checkbox labeled 'Same as Street Address' and a note 'Click Save to populate'. A scroll bar is visible on the right side of the form area.

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

Email susan.blackard@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

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

Contract Information

Contract Administrator Mailing Address Fiscal Administrator Mailing Address Program Contact Mailing Address

Same as Street Address Same as Street Address Same as Street Address

Click Save to populate Click Save to populate Click Save to populate

Mail Address: PO Box 190 Mail Address: PO Box 190 Mail Address: P O Box 70

City: Burnsville City: Burnsville City: Burnsville

State: NC State: NC State: NC

Zip: 28714 Zip: 28714 Zip: 28714

Additional Contact Information (optional)

First Name Last Name Phone Email Receive System Emails

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 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	Remove
<input type="radio"/> Caldwell Bright Beginnings	Private For-profit child care center	1	14000307	Remove
<input type="radio"/> Caldwell Gamewell Elementary School	Public School	1	14000350	Remove
<input type="radio"/> Caldwell Kings Creek Elementary School	Public School	1	14000386	Remove
<input type="radio"/> Caldwell Northside Children's Learning Center/BRCA	Head Start program	3	14000018	Remove
<input type="radio"/> Caldwell Valmeade Basic Elementary School	Public School	1	14000318	Remove
<input type="radio"/> Caldwell Whitnel Elementary School	Public School	1	14000328	Remove
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.

Plan: test Alamance Partnership for Children Edit Mode: Change Request
Contract Number: 2579113 User: Susan Blackard Fiscal Year: 2012-2013

Home NCPKKids System Messages Instructions Print View Logoff

Committee Contract Info County Sites Classrooms Budget Instructions

Site Change Request

Change Address

County: Alamance

Name of Center/School: Beginning Visions

Type of Site: Private For-profit child care center

LEA School Number:

Child Care License Number: 01000281

Current Star Rating: 3 Star

Change Star Rating or License

Year End date for NC Pre-K Services:

Site Street Address: 145 Huffine St

City: Gibsonville

State: NC

Zip: 27249

Telephone Number: (336) 449-4070 Ext.:

Fax Number: (336) 449-0796

Same as Street Address
Click Save to populate

Mailing:

Previous Save

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

To change Name of Center/School email susan.blackard@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 form is titled 'Site Change Request'. The form contains several fields: 'Principal/Director' (a dropdown menu set to 'Director'), 'Email' (a text box containing 'nhise@ccvn.com'), 'Title' (a dropdown menu set to 'Mrs.'), 'First Name' (a text box containing 'Nora'), 'Last Name' (a text box containing 'Hise'), 'Ethnicity' (radio buttons for 'Yes' and 'No'), 'Race' (checkboxes for 'American Indian or Alaska Native', 'Asian', 'Black or African American', 'Native Hawaiian or Other Pacific Islander', and 'White / European American'), 'Phone Number' (text boxes for '(828) 688-2190' and 'ext. 13'), and 'Highest Degree' (a dropdown menu set to 'AA / AAS'). There are also 'Change Name Only', 'Change Credentials', and 'Change Principal/Director' buttons. At the bottom of the form, there are 'Previous' and 'Save' buttons.

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 22 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 23 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 50).

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 23).

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 50).

See Drop Down List Choices pages 60 - 63.

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 19) 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 60-63.

SAVE your change request. You can SUBMIT from this screen or from the CR list (see page 50).

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	Remove
<input type="radio"/>	Caldwell	Bright Beginnings	Private For-profit child care center	1	14000307	Remove
<input type="radio"/>	Caldwell	Gamewell Elementary School	Public School	1	14000350	Remove
<input type="radio"/>	Caldwell	Kings Creek Elementary School	Public School	1	14000386	Remove
<input type="radio"/>	Caldwell	Northside Children's Learning Center/BRCA Head Start program	Head Start program	3	14000018	Remove
<input type="radio"/>	Caldwell	Valmeade Basic Elementary School	Public School	1	14000318	Remove
<input type="radio"/>	Caldwell	Whitnel Elementary School	Public School	1	14000328	Remove
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"/>

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

See Drop Down List Choices pages 60-63.

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:

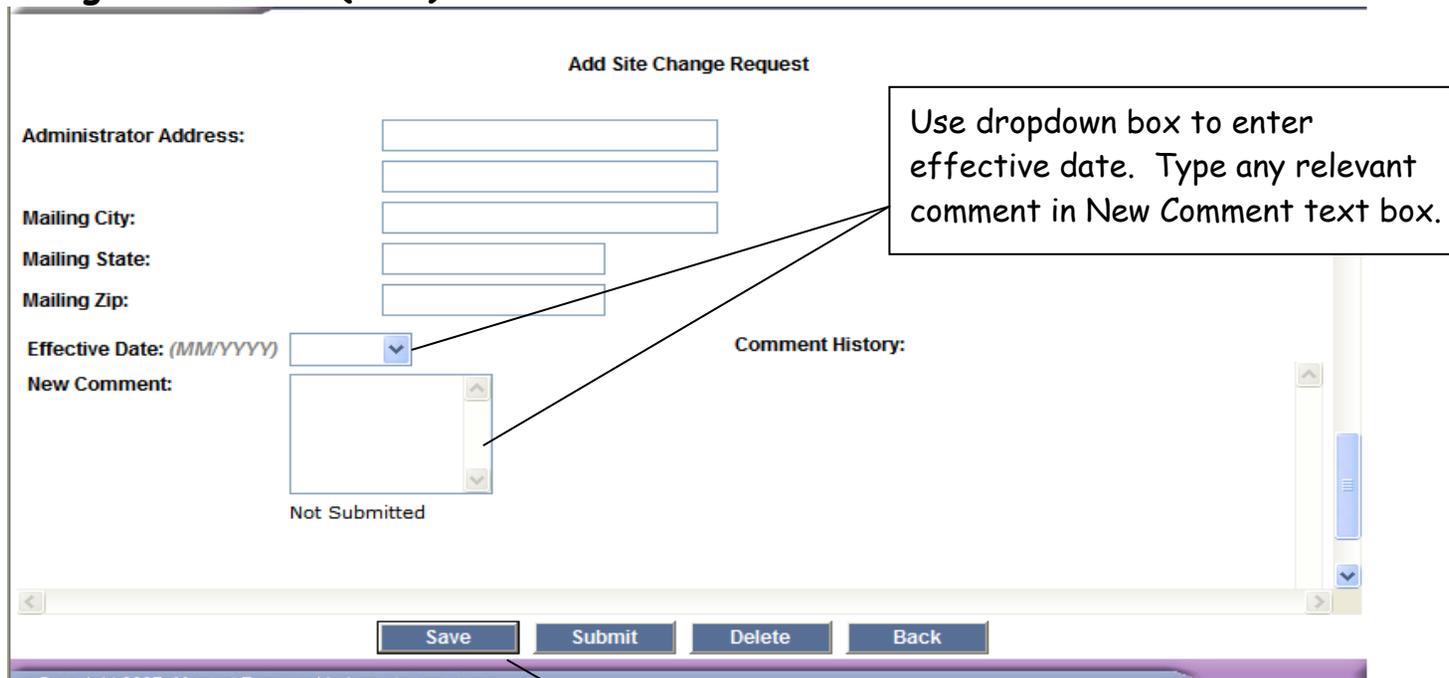
Mailing Zip:

Effective Date: (MM/YYYY)

New Comment:

Comment History:

Not Submitted



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 37). 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 50).

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		Remove
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	Public School	5	42000176	Remove
<input type="radio"/>	Halifax	Dawson Elementary School	Public School	1		Remove
<input type="radio"/>	Halifax	Everetts Elementary School	Public School	2		Remove
<input type="radio"/>	Halifax	Inborden Elementary School	Public School	3		Remove
<input type="radio"/>	Halifax	Pittman Elementary	Public School	1		Remove
<input type="radio"/>	Halifax	Scotland Neck Primary School	Public School	1		Remove
<input type="radio"/>	Halifax	Weldon Day Care, Inc.	Private For-profit child care center	1	4255011	Remove
<input type="radio"/>	Halifax	Weldon Preschool Center	Public School	3	42000123	Remove
<input type="radio"/>	Halifax	White Oak Parent / Child Center	Public School	1		Remove

Change Request Previous Save Next

Click REMOVE to remove a site. Only sites with no classrooms or service may be removed. See page 47 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 40.

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 in Caldwell County, including Bernhardt Creative Beginnings, Bright Beginnings, Gamewell Elementary School, Kings Creek Elementary School, Northside Children's Learning Center/BRCA (multiple entries), Valmeade Basic Elementary School, and Whitnel Elementary School. Each row has a radio button in the 'Select' column and a 'Remove' link 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	Remove
<input type="radio"/>	Caldwell	Bright Beginnings	BB100	18	Remove
<input type="radio"/>	Caldwell	Gamewell Elementary School	G100	18	Remove
<input type="radio"/>	Caldwell	Kings Creek Elementary School	K100	18	Remove
<input type="radio"/>	Caldwell	Northside Children's Learning Center/BRCA	N100	18	Remove
<input type="radio"/>	Caldwell	Northside Children's Learning Center/BRCA	N200	18	Remove
<input type="radio"/>	Caldwell	Northside Children's Learning Center/BRCA	N300	9	Remove
<input type="radio"/>	Caldwell	Valmeade Basic Elementary School	V100	18	Remove
<input type="radio"/>	Caldwell	Whitnel Elementary School	W100	18	Remove

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 37 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)

The screenshot shows the 'Classroom Screen' in the NCPKPlan system. At the top, there is a header with the logo and navigation links: Home, NCPKKids, System Messages, Instructi, Print View, and Logoff. Below the header are buttons for Committee, Contract Info, County, Sites, Classrooms, Budget, and Instructions. The main form area is titled 'Classroom Screen' and contains the following fields:

- County: Caldwell
- Site: Northside Children's Learning Center/BRCA
- Classroom Code: N200
- Maximum approved class size: 18 (with an 'Override Maximum Class Size of 18' checkbox)
- NC Pre-K Curriculum Exception:
- Curriculum selected: Creative Curriculum for Preschool - 4th ed (2002)
- Ongoing Instructional Assessment Tool: Creative Curriculum Developmental Continuum, Ages 3-5
- Developmental Screening Tool: (dropdown menu)
- Enter the ECERS-R score and Date received. (This can only be edited by NC Pre-K staff.)
- Enter the ECERS-R score and Date received. (This can only be edited by NC Pre-K staff.)
- When was the classroom designated as a MAF or NC Pre-K class?: 2006-2007
- Start Hours/Minute: (dropdown menu)
- Stop Hours/Minute: (dropdown menu)

At the bottom of the form are 'Previous' and 'Save' buttons.

This is the screen you see when you click CHANGE REQUEST from Classroom Forms List (see previous page).

Use the text and dropdown boxes and radio buttons to change Curriculum selected, Ongoing Instructional Assessment Tool, Developmental Screening Tool, and NC Pre-K Hours of Operation.

ECERS-R score and date received is updated by DCDEE only.

Change Request

Changing Classroom Information (cont)

Classroom Screen

Curriculum selected: Creative Curriculum - 4th ed (2002)

Ongoing Instructional Assessment Tool: Creative Curriculum Assessment Tool

Developmental Screening Tool: DIAL-3

When was the classroom designated as a More at Four class? 2006-2007

What hours of operation define the MAF portion of your child care program day?

Start Hour:Minute 8 : 00 AM To 2 : 30 PM

Teacher Name	Change Request	Teacher Type	BK License/Pre-School Add On	Exit Date
Elizabeth McHone	Change Elizabeth's name	Lead	No	Active
April Solesby	Change April's name	Assistant	No	Active

Buttons: Previous, Save, Move Teacher, New

To change "When was the Classroom designated as a MAF or NC Pre-K class," email susan.blackard@dhhs.nc.gov

To change information about Teacher, click Teacher's name (see page 31). To add new Teacher click NEW (see page 34).

To change Teacher's name only, click Change "Elizabeth's" name (due to marriage or some other life changing event or misspelling; see next page).

See Drop Down List Choices pages 60-63.

Change Request Changing Teacher's Name

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

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

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 B	Teacher Type:	Lead
Teacher First Name:	Elizabeth	Teacher Last Name:	McHone
Highest Degree:	AA / AAS	Major:	Early Childhood

Effective Date: (MM/YYYY)

New Comment:

Comment History:

To change name (due to marriage or some other life-changing event or misspelling), highlight existing name and type in correct name.

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 50).

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 Change Request (see page 30).

County: Yancey
Classroom Code: New Bald Creek
Year Classroom Designated: 2008-2009
Teacher First Name: Rita
Teacher Ethnicity: Hispanic
Teacher's Race: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White / European American
Teacher Entry Date this school year: 8/15/2010
Highest Degree: AA / AAS
Highest Licensure/Credentials: NC Early Childhood Credential
What program is the teacher working on to obtain an additional credential? (A Lead teacher should hold a B-K or Preschool Add-on License)
Licensure/Credentials Working On: B-K Degree/License
Degree Working On: BA / BS
Site: Bald-Creek Child Development Center
Teacher Type: Lead
Teacher Last Name: Geouge
Teacher Exit Date:
Major: Early Childhood

You can type over Entry Date to change. Use Teacher Exit Date only if a Teacher leaves the classroom before the end of the school year. NOTE: If the Teacher did not work in the classroom this year, use the same exit date as the entry date.

Click the Change Teacher Type/Credentials button to change credentials or Teacher type of selected Teacher (see next page).

The entry and exit dates determine which Teachers show up on your Monthly Attendance Report from NCPre-KKids and the rate for which payment is calculated. All Teachers who are active any time during the month of the report will be listed on the report.

Change Request

Changing Teacher's Information: Type/Credentials

Change Teacher Credentials

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:	Bald-Creek Child Development Center
Classroom Code:	New Bald Creek	Teacher Type:	Lead
Year Classroom Designated:	2008-2009	Teacher Last Name:	Geouge
Teacher First Name:	<input type="text" value="Rita"/>	<input type="radio"/> Yes <input type="radio"/> No	
Teacher Ethnicity:	Hispanic	<input type="checkbox"/> American Indian or Alaska Native	
Teacher's Race (Check at least one, and all that apply)		<input type="checkbox"/> Asian	
		<input type="checkbox"/> Black or African American	
		<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	
		<input checked="" type="checkbox"/> White / European American	
Teacher Entry Date this school year:	<input type="text" value="8/15/2010"/>	Teacher Exit Date:	<input type="text"/>
Highest Degree:	AA / AAS	Major:	Early Childhood
Highest Licensure/Credentials:	NC Early Childhood Credential		

This is the screen you see when you click on Change Teacher Type/Credentials from Teacher Change Request (see previous page).

Use dropdown boxes to change Teacher Type, Highest Degree, Highest Licensure Credentials, Working On, and Degree Working On.

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

Scroll down to enter Effective Date and any relevant comment.

SAVE your change request. You can SUBMIT from this screen or from CR list (see page 50).

See Drop Down List Choices pages 60-63.

Change Request Adding New Teacher

DO NOT use this page to move an existing Teacher.
Instead, use the "Move Teacher" function on the next page.

Add 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:	Bald-Creek Child Development Center
Classroom Code:	New Bald Creek	Teacher Type:	<input type="text"/>
Year Classroom Designated:	2008-2009	Teacher Last Name:	<input type="text"/>
Teacher First Name:	<input type="text"/>	Teacher Ethnicity:	Hispanic <input type="radio"/> Yes <input type="radio"/> No
Teacher's Race (Check at least one, and all that apply)	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White / European American		
Teacher Start Date this school year:	<input type="text"/>		
Highest Degree:	<input type="text"/>		

Done

This is the screen you see when you click NEW from Classroom Change Request (see page 30).

Complete fields using dropdown and text boxes. All fields are required.

Enter Effective Date using dropdown box. Enter any relevant comment in New Comment box.

SAVE your change request. You can SUBMIT from this screen or from CR list (see page 50).

See Drop Down List Choices pages 60-63.

Change Request Move Teacher

Classroom Screen

Curriculum selected: Creative Curriculum - 4th ed (2002)

Ongoing Instructional Assessment Tool: Creative Curriculum Assessment Tool

Developmental Screening Tool: DIAL-3

When was the classroom designated as a More at Four class? 2006-2007

What hours of operation define the MAF portion of your child care program day? Start Hour:Minute 8 : 00 AM To Stop Hour:Minute 2 : 30 PM

Teacher Name	Change Request	Teacher Type	BK License/Pre-School Add On	Exit Date
Elizabeth McHone	Change Elizabeth's name	Lead	No	Active
April Solesby	Change April's name	Assistant	No	Active

New

Previous Save Move Teacher

When a Teacher changes classrooms during the course of the school year, users can move them using the "Move Teacher" function. To move an existing Teacher from one classroom or site to another, select Change Request from the Home page and then go to the Classroom panel and click on the "Move Teacher" button. You will be taken to the screen shown on the next page.

NOTE: When an unqualified teacher is moved, DCDEE will have to enter the rate for the new classroom.

Change Request Move Teacher (cont)

Contract: 1011 Yancey Intermountain Children

Site: Bald-Creek Child Development Center

Classroom Code: New Bald Creek

Teacher to Move: Sarah Smith

Teacher Start Date: 08/14/2010

Desired Exit Date in Current Classroom: 10/12/10

Start Date in New Classroom: 10/14/10

If this teacher did not serve in this classroom in this school year then match their exit date to their start date.

All Teachers in Site Intermountain Children Service, Inc., Classroom Burnsville Head Start:

Teacher Name	Type	Entry Date	Exit Date
--------------	------	------------	-----------

Cancel Move Teacher -->

Burnsville Head Start has been chosen as Sarah's new class, and her Start Date has been added. When the Move Teacher button is clicked again, Sarah will be moved into this classroom and exited from New Bald Creek.

When the "Move Teacher" button is clicked, the Move Teacher screen will display. In this example, Sarah Smith has been selected to be moved and her exit date from Bald Creek Child Development Center has been entered.

Note: You only move one Teacher at a time; however to move any number of Teachers from any classroom, simply return to the Classroom screen and repeat the process described on this page.

Change Request

Adding a New Classroom

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

This is the screen you see when click on NEW from Classroom Forms List (see page 28) or when you click on ADD NEW CLASSROOM from the Add Site Change Request (see page 24).

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).

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

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: [text box]

Date of 1st NC Pre-K Child Enrolled: [calendar]

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

Curriculum selected: [dropdown]

Ongoing Instructional Assessment Tool: [dropdown]

Developmental Screening: [dropdown]

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 40-42.

To add Teacher to classroom click NEW. See page 34 to add new Teacher.

To move an existing Teacher to this classroom, see page 35.

You can SUBMIT from this screen after entering an effective date or from CR List (see page 50).

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 is a secondary navigation bar with buttons for Committee, Contract Info, County, Sites, Classrooms (circled), 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 12 classroom entries, each with a radio button in the 'Select' column and a 'Remove' link in the 'End Date' column. At the bottom of the interface, 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	Remove
<input type="radio"/>	Halifax	Aurelian Springs Elementary School	33-42-HA-AS-02	18	Remove
<input type="radio"/>	Halifax	Aurelian Springs Elementary School	33-42-HA-AS-03	18	Remove
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	33-42-RR-01-01	18	Remove
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	33-42-RR-CH-02	18	Remove
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	33-42-RR-CH-07	18	Remove
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	33-42-RR-CH-08	18	Remove
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	33-42-RR-CH-09	18	Remove
<input type="radio"/>	Halifax	Dawson Elementary School	33-42-HA-DW-01	18	Remove
<input type="radio"/>	Halifax	Everetts Elementary School	33-42-HA-EV-01	18	Remove
<input type="radio"/>	Halifax	Everette Elementary School	33-42-HA-EV-02	18	Remove

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 new 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.

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

Home NCPKKids System Messages Instructio 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 **** Budget exceeds total Direct Services funds!**

Payments:	Planning	Current Budget	Actual
	\$85,140	\$0	\$0
Funds Remaining:	(\$25,112)	\$60,028	\$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	Children	0	0	0	0	0	0	0	0	0	0	0	0
Tyrrell Elementary School	TES-01	NC Pre-K Primary	Children	0	18	18	18	18	18	18	18	18	18	18	0
Total For Contract				0	18	18	18	18	18	18	18	18	18	18	0
Payment				\$0	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$0

Return Save

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)

NCPKPlan: Budget: 1213

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 **** Budget exceeds total Direct Services funds!**

Payments:	Planning	Current Budget	Actual
Funds Remaining:	\$85,140	\$0	\$0
	(\$25,112)	\$60,028	\$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	Children	0	0	0	0	0	0	0	0	0	0	0	0
Tyrrell Elementary School	TES-01	NC Pre-K Primary	Children	0	18	18	18	18	18	18	18	18	18	18	0
Total For Contract				Children	0	18	18	18	18	18	18	18	18	18	0
				Payment	\$0	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$0

Return Save

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-12. 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.

NORTH CAROLINA
NC Pre-K
 Prekindergarten Program

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

Home NCPKKids System Messages Instructi... 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 **** Budget exceeds total Direct Services funds!**

Payments:	Planning	Current Budget	Actual
Funds Remaining:	\$85,140	\$0	\$0
	(\$25,112)	\$60,028	\$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 Planning	Aug-12 Planning	Sep-12 Planning	Oct-12 Planning	Nov-12 Planning	Dec-12 Planning	Jan-13 Planning	Feb-13 Planning	Mar-13 Planning	Apr-13 Planning	May-13 Planning	Jun-13 Planning
Tyrrell Elementary School	Classroom 2	NC Pre-K Primary	Payment Rate	\$ 473	\$ 473	\$ 473	\$473	\$473	\$473	\$473	\$473	\$473	\$473	\$473	\$473
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	18	18	18	18	18	18	18	18	18	0
				Payment	\$0	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$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 Starts 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 11-12, highlight the number in the appropriate month and type over for corrections. Click Save.

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)

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

Home NCPKKids System Messages Instructi... 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 **** Budget exceeds total Direct Services funds!**

	Planning	Current Budget	Actual
Payments:	\$85,140	\$0	\$0
Funds Remaining:	(\$25,112)	\$60,028	\$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 Planning	Aug-12 Planning	Sep-12 Planning	Oct-12 Planning	Nov-12 Planning	Dec-12 Planning	Jan-13 Planning	Feb-13 Planning	Mar-13 Planning	Apr-13 Planning	May-13 Planning	Jun-13 Planning
Tyrrell Elementary School	Classroom 2	NC Pre-K Primary	Payment Rate	\$ 473	\$ 473	\$ 473	\$473	\$473	\$473	\$473	\$473	\$473	\$473	\$473	\$473
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	18	18	18	18	18	18	18	18	18	18	0
			Payment	\$0	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$8,514	\$0

Return Save

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 Carpena Fiscal 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	Remove
<input type="radio"/>	Halifax	Aurelian Springs Elementary School	33-42-HA-AS-02	18	Remove
<input type="radio"/>	Halifax	Aurelian Springs Elementary School	33-42-HA-AS-03	18	Remove
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	33-42-RR-01-01	18	Remove
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	33-42-RR-CH-02	18	Remove
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	33-42-RR-CH-07	18	Remove
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	33-42-RR-CH-08	18	Remove
<input type="radio"/>	Halifax	Clara Hearne Early Childhood Center	33-42-RR-CH-09	18	Remove
<input type="radio"/>	Halifax	Dawson Elementary School	33-42-HA-DW-01	18	Remove
<input type="radio"/>	Halifax	Everetts Elementary School	33-42-HA-EV-01	18	Remove
<input type="radio"/>	Halifax	Everetts Elementary School	33-42-HA-EV-02	18	Remove

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 40 - 42).

Change Request Budget - Management Tool

The 12-13 NC Pre-KPlan has a new budget format. Use this page to monitor your budget throughout the year.

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 Adjustment Column** allows for adjustments to the monthly direct services payment to be increased or decreased by DCDEE (approved exceptions).

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 Expenditure Column** represents the total amount to be reimbursed to you based on the number of children served for 10 days or more in NC Pre-KKids for each classroom times the rate found in your **Budgeted** worksheet.

The **Grand Total Expenditure Column** is the sum of the Actual Expenditure Column plus any State Office Adjustments which should total your monthly reimbursement for that service period.
The **Monthly Difference Column** reflects the difference between your **Currently Budgeted Expenditures** and the **Grand Total Expenditures**. This amount represents either your unspent funds or over spent funds, based on 1/10th of your total direct services allocation.

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 8).

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
13	Classroom Slots Change		9/2008	0809 Yancey County Schools: Slot change	Submitted	07/03/08					
10	Classroom Add	<input type="checkbox"/>		Site: Bald Creek Child Development Center, Class: 05	Not Submitted						
12	Classroom Add	<input type="checkbox"/>		Site: Bald Creek Child Development Center, Class: 07	Submitted						
9	Budget Change	<input type="checkbox"/>		0809 Yancey County Schools 2008 2009	Not Submitted						
11	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:

You get to this screen by clicking the CR # from the CR List screen (see page 50).

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 50-52).

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>

NCPRE-KPlan 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 Susan Blackard at the Division of Child Development and Early Education: 919-890-7011 or susan.blackard@dhhs.nc.gov. Mailing address: NC Pre-kindergarten Program Attention: Susan Blackard, 2201 Mail Service Center Raleigh, NC 27699-2201.

For assistance about the Program Requirement & Guidance Manual contact the Licensed Supervisor for your area at the Division of Child Development and Early Education.

Print Menu

The screenshot shows a 'Report Menu' with the following items:

- 1. **Print** County / Region Plan Document.
- 2. **Print** Audit Log Report.
- 3. **Print** MAFPlan Classroom Summary Report.
- 4. **Print** Program Consultant Site Visit Report.
- 5. **Print** Program Consultant Contract Visit Report.
- 6. **Print** Smart Start Audit Report.

Additional elements include a 'Back' button and the text: 'Report Menu', 'All reports below apply to contract: 0809 Yancey County Schools'.

Callout 1: This is the screen you will see after you click PRINT MENU. All reports are generated in PDF format and are ready to print.

Callout 2: Click PRINT to generate a hard copy of your 2012-2013 Plan. Click the OPEN icon.

Callout 3: 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.

Callout 4: The Audit Log Print tracks changes made to your Plan.

NCPre-KPlan Classroom Summary Report

Contractor:	0809 Yancey County Schools				
Contract Number:	0092-09				
Approval Status:	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
Number of Sites: 3				Totals:	4

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

NC Pre-K

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	[Redacted]		04/04/2003	F	08/27/2007				Child Meets Re-Previously S
Hoover, Sandra	[Redacted]		04/03/2003	M	08/27/2007				Child Meets Re-Previously S
Hoover, Sandra	[Redacted]		04/22/2003	F	02/04/2008				Child Meets Re-Previously S
Hoover, Sandra	[Redacted]		04/29/2003	M	08/27/2007		05/17/2007		Never Been S
Hoover, Sandra	[Redacted]		10/11/2003	M	10/22/2007				Never Been S
Hoover, Sandra	[Redacted]		09/22/2003	M	08/27/2007				Child Meets Re-Previously S
Hoover, Sandra	[Redacted]		11/03/2002	F	08/27/2007	11/30/2007			Never Been S
Hoover, Sandra	[Redacted]		08/01/2003	M	08/27/2007				Never Been S
Hoover, Sandra	[Redacted]		06/12/2003	M	08/27/2007		12/15/2006		Child Meets Re-Previously S
Site: Intern									
Teacher	Child Name	Child ID	DOB	M/F	First day of attendance	Withdrawal Date	Health Asmt Date	Dev Screen Date	At Risk Status
McHone, Elizabeth	[Redacted]		08/14/2003	F	08/13/2007	12/13/2007	08/14/2007	07/24/2007	Never Been S
McHone, Elizabeth	[Redacted]		11/15/2002	M	08/13/2007		12/20/2006	02/28/2007	Placed Child
McHone, Elizabeth	[Redacted]		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	2012-2013 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 Exceptional Children Program Administrator License 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 Exceptional Children Program Administrator License 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 th ed (2002) Creative Curriculum for Preschool 5 th 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 nd 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)
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 nd ed (Preschool COR) Galileo On-line Assessment System Learning Accomplishments Profile 3 rd ed (LAP 3)
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	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
Highest License/Credential	Section IV Site Classroom Teacher	Select the highest one that applies: B-K License B-K Standard Professional I B-K Standard Professional II Pre-School Add-on Provisional B-K License Provisional Pre-School Add-on Other NC Teacher's License Other State Teacher's License Provisional NC Teacher's License NC Lateral Entry B-K License NC Early Childhood Credential CDA (Child Development Associate) Credential Other None

License/Credential Working on	Section IV Site Classroom Teacher	Select the highest one that applies: B-K Degree/License Pre-School Add-on CDA 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
Teacher Race/Ethnicity	Section IV Site Classroom Teacher	American Indian/Alaska Native Asian Black/African American Native Hawaiian/Other Pacific Islander White/European American