

**Division of Child Development and Early Education**  
**NC Pre-K Site Selection Process**

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**FREQUENTLY ASKED QUESTIONS**

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**Why implement a Standardized Site Selection Process?**

- According to 2013-2104 Legislation (SECTION 12B.1 (d) NC Pre K Committees), the Division of Child Development and Early Education shall establish a standard decision making process to be used by local NC Pre K committees in awarding prekindergarten classroom slots and student selection.

**How was this process and the related materials developed and decided upon?**

- DCDEE, in collaboration with the Governance Workgroup of the NC Pre-K State Advisory Committee, developed and piloted a site selection process February to July 2013. Twenty-four local NC Pre-K contract administrators volunteered to participate. Participants agreed to use a Standard Site Application Form, Site Selection Rubric, Site Selection Decision Tree, and the Non-Conflicted Site Selection Committee Guidance. Thirteen used the Site Selection materials along with other tools they had developed for selecting sites. The majority reported the materials and process were “very helpful.” The Governance Workgroup of the NC Pre-K State Advisory Committee met on August 21, 2013 to review survey results and meet with some of the pilot group representatives for additional information. Based on the Pilot group’s feedback, the process and materials were revised. Throughout the implementation process, DCDEE will continue to welcome your feedback and strive to make this process and materials work most effectively and efficiently for all.

**Is this process required? If yes, by whom and when?**

- Yes, local NC Pre-K contract administrators will be required to use this process in selecting sites for the 2014-2016 program year, per 2013-2104 Legislation (SECTION 12B.1 (d) NC Pre K Committees).

**What are the related materials and how will I know how to implement the process?**

- **NC Pre-K Site Application** - Application packet is to be completed by new, existing, and previous sites that are interested in being an NC Pre-K Site. Application requests information on the following: Site, Program, Administrator, Teachers, Information for Parents, Quality Enhancement Indicators, and requires additional documents.
- **NC Pre-K Site Selection Process Decision Tree** - Provides a visual representation of the flow of the NC Pre-K Site Selection Process from the point of receiving an application to selecting sites and notifying the applicants.
- **NC Pre-K Site Selection Rubric** - A weighted tool organized by key Program Standards; Education Standards; Geographic, Accessibility & Affordability Indicators; Classroom & Family Support Indicators and Locally Determined Indicators added by the local NC Pre-K Committee. Additional items will be specific to the county/regional needs. A NC Pre-K Site Selection Rubric will be completed for each site applicant.
- **NC Pre-K Conflict of Interest Statement** - Provides guidelines for ensuring that a diverse group of stakeholders will recommend sites as acceptable for NC Pre-K placements and advise the local NC Pre-K Committee as they work to fulfill contractual site selection obligations.
- **Instructions for Using the NC Pre-K Site Selection Rubric** - Provides more clarity and detail of the 5 main sections of the NC Pre-K Site Selection Rubric and the points assigned to each section/subsection.

**When will training be available?**

- **Regional trainings will be offered to NC Pre-K local contract administrators during the month of January, 2014. During the training, all instructions and processes will be thoroughly reviewed and discussed. Local NC Pre-K Contract Administrators will leave the training with a plan for implementing the process with local NC Pre-K Committee members and the Site Selection Sub-Committee. Registration information will be disseminated in early January 2014.**

**Will there be an opportunity available for follow-up and further guidance?**

- Yes, DCDEE will offer training and technical support through the implementation phase of this process. Additional follow-up will occur through online surveys to further refine the process.