



## 2023-2024 School Year EHS-CCP Site Selection Schedule and Timeline

- Monday, July 3, 2023
  - Release Site Selection Application
- Friday, July 14, 2023
  - Site Application Due by 5:00 pm
- The week of July 17, 2023
  - Site Selection Committee Orientation and Review Facilitated by Autumn Bishop, VP of Strategy and Impact at One Place
- Tuesday, August 8, 2023
  - Present site recommendation to Policy Council for approval
- Thursday, August 10, 2023
  - Present site recommendation to Board of Directors for approval

# **Early Head Start Child Care Partnership Site Application Program Year 2023-2024**

## Application Deadline

Completed applications must be submitted to the  
EHS-CCP Contract Administrator no later than:

**July 14, 2023**

Submit Application with Supporting Documents to:

Autumn Bishop, VP of Strategy and Impact

[Autumn.Bishop@oneplaceonslow.org](mailto:Autumn.Bishop@oneplaceonslow.org)

## **APPLICATION PURPOSE AND AVAILABILITY**

EHS-CCP funds may only be used to support services for young children in the year prior to entering Kindergarten. Approved sites will be funded for the extent of the contract cycle. All awards are contingent upon and subject to appropriation, allocation and availability of funding through the Office of Head Start (OHS). Approved sites are required to comply with all applicable NC Child Care Rules and, the Head Start Program Performance Standards (HSPPS), during the funding cycle. **As determined by One Place, approved sites may not be required to resubmit an application for each funding cycle unless non-compliance is noted within site monitoring results.**

## **APPLICATION REVIEW PROCESS**

Local Early Head Start Child Care Partnership (EHS-CCP) Programs are expected to offer families a variety of eligible settings to choose from to provide a high-quality early education experience that will meet the needs of each individual child. A non-conflicted EHS-CCP Site Selection Committee will recommend sites for EHS-CCP placements and advise the One Place Board and Early Head Start Policy Council.

Approval as a site for Program Year 2023-2024 does not guarantee that slots will be awarded, only that a site is *eligible* to serve as a placement option for EHS-CCP children.

The primary consideration for the selection of sites and allocations of slots is to provide the highest quality early education setting to meet the needs of the most at-risk children and families. Consideration is given to existing EHS-CCP sites and the continued employment of qualified EHS-CCP teachers. Consideration is also given to new applicants who demonstrate high quality to ensure that a diverse selection of services is available for at-risk children. **Continuation as a EHS-CCP site is not guaranteed.**

## **APPLICATION DEADLINE**

Completed applications must be received by 5:00 PM on July 14, 2023. You may submit the completed and signed application with supporting documents by email or hand-delivery. Applications received after the deadline may not be accepted for review.

## **QUESTIONS AND TECHNICAL ASSISTANCE**

Please contact Suzanne Gifford, Chief Program Officer at [Suzanne.Gifford@oneplaceonslow.org](mailto:Suzanne.Gifford@oneplaceonslow.org) or 910-938-1787 if you have questions or need assistance in completing this application.

## **APPLICANT ASSURANCES and REQUIREMENTS**

- A. The contract will be a Purchase of Services contract between the EHS-CCP Contracting Agency and the EHS-CCP site.
- B. Sites will be reimbursed monthly per slot up to the maximum allowable monthly reimbursement plan.
- C. The monthly reimbursement should be used to cover any operating expenses associated with the EHS-CCP classroom(s), including EHS-CCP staff compensation, materials/equipment or facility improvements needed to comply with facility licensing requirements.
- D. The original EHS-CCP Site Application will become an attachment to the sub-contract for each contract cycle.
- E. The One Place EHS Staff will review documentation for site administrator and instructional staff qualifications to ensure staff will meet criteria established in the HSPPS and NC Child Care Rules.
- F. All approved sites must meet the following requirements:
  - a. Send a representative to attend EHS-CCP Leader Meetings.
  - b. Submit monthly attendance reports by the 5<sup>th</sup> day of each month.
  - c. Meet monitoring requirements as indicated in the HSPPS.
  - d. Provide information requested by One Place and must participate in any audit or evaluation of the EHS CCP Program as required by the OHS or other state officials or agencies.
  - e. Submit their federal tax identification number to the contracting agency.
  - f. Inform the contracting agency within **5 business days** of any changes related to the status of the EHS-CCP site, classroom and/or staff.
  - g. Review teacher qualifications to ensure staff will meet the HSPPS to be employed in a EHS-CCP classroom.
  - h. Ensure all EHS-CCP instructional staff and Site Administrators participate in required professional development provided by One Place.
  - i. Maintain documentation of educational progress for all EHS-CCP staff as outlined by HSPPS
  - j. Ensure teachers utilize an approved curriculum and formative assessment tool. The curriculum and formative assessment must align with the *NC Foundations for Early Learning and Development* standards. These tools must be used to conduct parent/teacher conferences to share children's progress throughout the year.
  - k. Ensure complete health assessments including physical, updated immunizations, vision, hearing and dental screenings are on file at the EHS-CCP site within 30 days of the first day of attendance or within 12 months prior to the first day of attendance.
  - l. Confirm developmental screenings are completed within 45 days of the first day of attendance or within 6 months prior to the first day of attendance.
  - m. Submit all assessment dates (health and developmental) to One Place for entry in ChildPlus
  - n. Comply with all statutory and administrative requirements for protection of children, including without limitation, reporting suspected child abuse, neglect or dependency as defined by G.S. Section 7B-101.

This signature certifies that the applicant has read the assurances and requirements and agrees to follow the requirements should this application be approved by the EHS-CCP Site Selection Committee to be a EHS-CCP site.

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Site Administrator Signature

Date

**SITE INFORMATION**

Name of Site/School:

DCDEE Facility ID Number:

Facility License Type:

Administrator Name:

Title:  Administrator or  Principal

Email Address:

Street address:

City:

State:

Zip Code:

Mailing address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

Federal Tax ID #:

Elementary School District in which the site is located:

**SLOT INFORMATION**Is your facility a: New EHS-CCP Site  Existing EHS-CCP Site  Previous EHS-CCP Site 

Number of slots allocated for existing EHS-CCP site for previous school year (if applicable):

If an existing EHS-CCP site, is the site requesting to:

Maintain number of slots from current year \_\_\_\_\_)

Increase number of slots (by how many: \_\_\_\_\_)

Decrease number of slots (by how many: \_\_\_\_\_)

**Total number of Slots Requested:****Number of EHS-CCP Classrooms Requested:**If existing site is requesting an *increase* in slots, **OR** if a new site, please complete the following:

Number of new slots that are available due to facility expansion or empty rooms: \_\_\_\_\_

If new site, earliest date EHS-CCP Program can be implemented?

Recruitment plan to identify unserved children (attach additional page if needed):

**PROGRAM STANDARDS**

EHS-CCP sites must operate within facilities holding at least 4- or 5- star license from the NC Division of Child Development and Early Education. Please mark which license applies to this site.

 Four-Star License  Five-Star License Temporary (attach explanation e.g. change of ownership, change in location, new).

**PROGRAM STANDARDS (continued)**

Has your site been issued an Administrative Action from DCDEE within the last 18 months?

- Yes  No

If yes, explain.

Has your site had a substantiated child maltreatment complaint in the last 18 months?

- Yes  No

If yes, explain.

Has your site had a substantiated licensing complaint in the last 18 months?

- Yes  No

If yes, explain.

Provide your last EHS-CCP ITERS score(s) and the date of assessment(s): \_\_\_\_\_ Date:

For new sites provide your last ITERS score(s) for any evaluated classroom(s) at your site: \_\_\_\_\_

**EDUCATION STANDARDS**

**Site Administrator**

Administrator Name:

Highest Degree Earned:

Major:

Number of Semester Hours in Early Childhood:

Number of Years' Experience as an Administrator:

Administrator Credential (check one, **submit documentation**):

NC Early Childhood Administrator Credential Level I

NC Early Childhood Administrator Credential Level II

NC Early Childhood Administrator Credential Level III

Working toward NC Early Childhood Administrator Credential

NC Principal License

If working toward, Specify Level:  I  II  III

BA/BS any field and has completed the following:

18 semester hours in ECE/CD

**AND**

6 semester hours in Child Care Administration or

9 semester hours in Business Administration or

Combination of Child Care Administration and Business Administration

**EDUCATION STANDARDS (continued)**

EHS-CCP sites must employ staff who meet minimum education, credential, and licensure qualifications as outlined in the HSPPS.

I will ensure EHS-CCP classrooms are staffed according to the HSPPS

Yes     No

Refer to the credentials, transcripts and/or license for Teachers to complete the worksheet below

**POTENTIAL EHS-CCP  
TEACHERS**

Names	Years of Experience with infants/toddler	Education/Licensure	Comments

## GEOGRAPHIC, ACCESSIBILITY AND AFFORDABILITY

### Screenings

All children enrolled in EHS-CCP must receive a developmental screening using an approved screening instrument, unless the child has an existing Individualized Family Services Plan (IFSPP).

Does your site provide on-site developmental screenings?

Yes  No

If yes, check the developmental screening instrument currently used by your facility:

Ages & Stages Questionnaires, Third Edition (ASQ-3) or Ages & Stages Questionnaires (ASQ)  Parents' Evaluation of Developmental Status (PEDS)

Developmental Indicators for the Assessment of Learning, Third Edition (DIAL-3) or Fourth Edition (DIAL-4)  Brigance Early Childhood Screen II or III, Preschool Screen II, Head Start Screen, Head Start Screens III, K&1 Screen II

No approved developmental screening used

All children enrolled in EHS-CCP must receive a hearing, dental and vision screening.

Does your site provide free hearing screenings?

Yes  No

Does your site provide free dental screenings?

Yes  No

Does your site provide free vision screenings?

Yes  No

### Support for Extended Care

Do you accept subsidy vouchers for children needing extended and full day care?  Yes  No

What do you typically charge for wrap-around services? \_\_\_\_\_

Do you charge separately for morning and afternoon care?  Yes  No

If yes, please explain:

What are your daily rates for school breaks? \_\_\_\_\_

**PLEASE NOTE: Fees collected for wrap-around services are additional income for the site.**



**GEOGRAPHIC, ACCESSIBILITY AND AFFORDABILITY (continued)**

**Nutrition**

Sites must provide breakfast and/or snacks and lunch meeting USDA requirements during the regular school day.

Does your site provide free meals for all children?  Yes  No

If no, will you be willing to provide free meals to all EHS-CCP children?  Yes  No

Does your site provide free snacks for all children?  Yes  No

If no, will you be willing to provide free snacks to all EHS-CCP children?  Yes  No

**Wrap-Around Services**

EHS-CCP does not fund wrap-around services; however, many parents/families need to base their site preferences on whether they have access to extended care when the EHS-CCP program is not operating.

Will your site offer wrap-around services for before and/or after school?

Before School Care Only  After School Care Only  Both Before and After School Care  No

Will your site offer care for holidays, teacher workdays, etc. (when EHS-CCP is not in session)?  Yes  No

Will your site offer summer care?  Yes  No

## CLASSROOM AND FAMILY SUPPORT

### Curriculum and Instructional Assessment

Do your classroom staff align lesson plans and learning experiences to the ***NC Foundations for Early Learning and Development*** standards to ensure planning, instructional goals and strategies meet all developmental domains?

Yes  No

**If yes, please provide a copy (or copies) of a recent completed lesson plan (30 days) with the submission of this application**

Have the following staff received training on NC Foundations for Early Learning and Development?

**Site Administrator(s)**  Yes  No **Lead Teacher(s)**  Yes  No

**Teacher Assistant(s)**  Yes  No

### Plans (if applicable)

1. What is your current plan for communicating with and supporting children and families who do not speak English or have limited English proficiency? What community resources are available to you and the families? **Please submit a copy of your written plan.**
2. What is your current plan for preventing the suspension/expulsion of children with challenging behaviors and identified disabilities?  
What support is needed for your site to successfully serve children with disabilities or behavioral challenges? **Please submit a copy of your written plan.**
3. What is your current plan to implement strategies for family engagement that are designed to develop partnerships with families and build reciprocal relationships that promote shared decision-making? **Please submit a copy of your written Plan.**
4. What is your current plan for transitioning children to EHS-CCP, and out of EHS-CCP? **Please submit a copy of your written Plan.**

### Staff Compensation

EHS-CCP teachers are provided salary/wages and a menu of benefits? **Please attached your staff compensation plan.**  
Compensation questions only refer to teaching staff in prospective EHS-CCP classroom(s).

### ADDITIONAL PROGRAM INFORMATION

EHS-CCP sites must provide EHS Services for a minimum of 8 hours per day for 12 months of instructional days per school calendar year. **Do you meet this requirement?**

Currently Meet    Do Not Meet    Plan to Meet

If not currently meeting, explain plan to meet criteria:

What hours will your site operate for the EHS-CCP classroom?

Start Time:                      End Time:

Customarily, families are given a 15-minute window for drop-off and pick-up times. What is the earliest drop off time and latest pick-up time you would allow for EHS-CCP children not enrolled in wrap-around services?

Earliest Drop-off Time:                      Latest Pick-up Time:

EHS-CCP instructional staff shall work in direct contact with children in the EHS-CCP program for at least a 32.5-hour work week. The remaining 7.5 hours each week are for instructional staff to complete related instructional activities for the EHS-CCP classroom. Lead teachers and teacher assistants are not to exceed working 40 hours per week. **Do you meet this requirement?**

Currently Meet    Do Not Meet    Plan to Meet

If not currently meeting, explain plan to meet criteria:

All EHS-CCP Lead Teachers must meet B-K licensure requirements for the Beginning Teacher Support Program (BTSP) to maintain the B-K license through the Local Education Agency (LEA) or the Early Educator Support, Licensure & Professional Development (EESLPD) Unit of the Division of Child Development and Early Education. All NC Pre-K Lead teachers employed in a nonpublic school must be enrolled with the EESLPD Unit.

**Does your teacher meet this requirement?** If so, circle one of the options below.

Currently Meet    Do Not Meet    Plan to Meet

If not currently meeting, explain plan to meet criteria:

EHS-CCP classrooms will not exceed a maximum staff-to-child ratio of 2 to 8 with a maximum class size of 9 children, with 2 teachers per classroom. **Do you meet this requirement?**

Currently Meet    Do Not Meet    Plan to Meet

If not currently meeting, explain plan to meet criteria:

Some children with IFSPs may require smaller class sizes with less than 18 children or ratios smaller than 1:9 as part of their educational plan. Would your site be financially able to offer a smaller class size or lower ratio for children with special needs?

Yes    No

Does your site have a dedicated, age appropriate, fenced playground space for EHS-CCP children?  Yes    No

EHS-CCP policy requires that sites must demonstrate that they are accessing other resources to help cover expenses for the EHS-CCP Program. List other resources used to cover expenses (subsidy vouchers for before/after school care, grants, in-kind from facility, Child and Adult Care Food Program (CACFP), etc.): **(Attach additional documentation).**

**EHS-CCP SITE APPLICATION SUBMISSION CHECKLIST**

The following documents must be submitted with the EHS-CCP Site Application. Indicate included documents by marking each appropriate box.

- Completed EHS-CCP Site Application
- Staff Benefits Summary
- Compensation/Salary Scale for EHS-CCP teacher positions
- Copy of current Facility License
- Documents to Verify Administrator and Teacher Education/Credentials
  
- Lesson plan(s) completed within the **last 30 days** verifying use of *NC Foundations for Early Learning and Development*
- Evidence of most recent ITERS Rating (ITERS Summary Report)
- Limited English Proficiency Plan (**if applicable**)
- Prevent suspension and/or expulsion of children Plan (**if applicable**)
- Family Engagement Plan (**if applicable**)
- Transition into EHS-CCP and out of EHS-CCP Plan (**if applicable**)
- Other: \_\_\_\_\_
- 

**SIGNATURES**

This application is complete and all information is accurate to the best of my knowledge. I understand that if any information is found to be false, the site will be deemed ineligible to participate in the EHS-CCP Program. I have read and will abide by all current NC Child Care Rules and the HSPPS.

**\*Reminder: Approval as a EHS-CCP site does not guarantee slots will be awarded. Slot allocations are determined based on a number of factors including (but not limited to): the funding for EHS-CCP services in a community, the EHS-CCP Site Selection Rubric, site observations, and if applicable, monitoring results for current EHS-CCP sites.**

Site Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_

**Send completed application to:**

Autumn Bishop, VP of Strategy and Impact Autumn.Bishop@oneplaceonslow.org

**COMPLETED APPLICATIONS ARE DUE BY 5:00 PM ON July 14, 2023**

**FOR OFFICE USE ONLY (EHS-CCP Contracting Agency)**

Date Application Received \_\_\_\_\_

EHS-CCP Site Selection Committee Rubric Points Total \_\_\_\_\_

EHS-CCP Committee Decision  Approved with Funding\*  Not Approved  
 Approved with No Funding (Consider for Future Expansion or Changes)

Date applicant was notified of the EHS-CCP Committee decision in writing \_\_\_\_\_