

NC Pre-K Plans Manual

The NC Pre-K Plans Manual provides guidance to support consistent, high-quality practices across NC Pre-K sites. These plans outline expectations for communication, family engagement, transitions, transportation, inclement weather procedures, suspension and expulsion prevention, and site compliance. Each site is responsible for reviewing, implementing, and maintaining documentation that demonstrates adherence to these plans. By working in partnership with families, staff, and community partners, NC Pre-K sites help ensure that every child is welcomed, supported, and prepared for a successful early learning experience.

Review each plan and initial at the bottom of each page to acknowledge that you have read and understand. On the last page, sign off on the practices your site will implement during the school year.

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Plan for Communicating with Children and Families Who are Dual Language Learners (DLL)

To support children and families, the NC Pre-K site will utilize the following strategies and resources to engage, inform, and communicate with Dual Language Learners (DLL). (Please check all that apply)

	At enrollment, determine home languages spoken at home.
	Encourage families to use their home language daily and highlight its value as a foundation for learning a second language.
	Create welcome letters for families in their home language.
	Invite families to teach staff how to write and pronounce keywords that help children feel comfortable and secure.
	Encourage staff to learn phrases and vocabulary used in children's homes.
	Create caring consistent routines, using pictures and signs to help children feel comfortable and secure.
	Include books written in children's home language.
	Invite families to tell stories, sing songs, share culture, etc.
	Ask families to suggest books, music, and other resources to supplement the classroom.
	Label items in classrooms using children's home language.
	Encourage all children to learn new words in multiple languages.
	When talking with children who are DLL, give ample time and opportunity for their response.
	Encourage families to ask for translators when they need them.
	Seek resources to maintain clear, consistent communication with DLL families, such as printed materials (such as newsletters, letters, etc.), conferences, and family meetings.
	Other (please list) _____

Initial _____

Inclement Weather Plan

NC Pre-K sites in Wake County will follow Wake County Public Schools (WCPSS) Inclement Weather Policy regarding delays and school closures, when possible. All sites will follow WCPSS make-up schedule unless there are clear barriers that prevent this. Programs that are not able to follow the WCPSS schedule will make up for any lost time of instruction by providing opportunities for children to attend on days that were originally scheduled for teacher workdays, vacation days, or the weekend.

Initial _____

Family Engagement Plan

It is the intent of NC Pre-K to welcome and develop strong partnerships with all families. To build and enhance these essential relationships, NC Pre-K site staff will:

- Visit children's families' home environment to gather information from the family about their child (such as goals, health concerns, etc.) and share information about the child's new classroom. Families may request an alternative setting for the initial visit, other than the home.
- Welcome each child and family individually – Programs will use enrollment opportunities that allow for introductions and smooth transitions. Opportunities such as parent orientation, open house, and staggered entry will provide focused and individualized attention for each child and family.
- Family members and volunteers will be welcomed into the classroom in accordance with school security policies. Programs will also provide opportunities for families to visit the classroom at mutually convenient times outside of school hours. Programs will engage and include families when making decisions about their child and their child's early education program.
- Offer at least two family conferences each year. During the conference, teachers will share their observations of children's strengths and opportunities for growth. Programs will engage families to assess their child's progress and plan for the next steps.
- Enroll families in the Ready Rosie solution and incorporate those resources in the home environment to connect families to research-based parenting curriculum bridging the gap between home and school.
- Establish ongoing two-way communication between schools and families. This communication exchange will include at least three of the following:
 - Family representation in center decision-making
 - Family workshops
 - Center and Family agreements
 - Newsletters
 - Family Information Bulletin Boards
 - Weekly and/or daily communication
 - Creating joint plans for finding solutions when challenges occur

Initial _____

Transition Plan

NC Pre-K Sites will plan to appropriately transition children into their NC Pre-K Program as well as to kindergarten.

On each line, write the month you plan to implement each selected activity. Required fields are shown in bold and marked with an asterisk (*). If the plan must be revised from what was submitted, let your QES know.

Introduction to NC Pre-K

- _____ Initial Contact
- _____ Initial Program Visit for Family and Child/Family Meeting/Orientation
- _____ **Home Visit*** (families may request an alternative setting other than the home)
- _____ Staggered Entry
- _____ **Fall Family Conferences***
- _____ Other (please list) _____

Introduction to Kindergarten

_____ **Provide information about Public Schools and registration dates***, including:

- ☐ [Kindergarten Search Engine](#)
- ☐ [Let's Get Ready! A Family's Guide to Supporting Kindergarten Readiness](#)

- _____ **Shorten Nap* (45 minutes or less)**
- _____ **Spring Family Conferences***
- _____ **Family and Teacher Resources***, such as:
- ☐ [Transitioning to Kindergarten | NAEYC](#)
- ☐ Other (please list): _____

- _____ **Provide Kindergarten Experiences***, such as:
- ☐ Pre-K Class visits an Elementary School-Tour
- ☐ Kindergarten teacher visits Pre-K Classroom
- ☐ Tour School Bus, Invite School Bus Driver
- ☐ Visit Lunchroom or set up Cafeteria in Classroom
- ☐ Other (please list): _____

- _____ **Provide Classroom Kindergarten Readiness Books***, such as:
- ☐ "All About Me" Document Prepared and Shared
- ☐ Summer Activities to share with Families
- ☐ [Kindergarten, Here I come \(English and Spanish\)](#)
- ☐ Summer transitions activities are shared
- ☐ Summer materials (scissors, crayons, book, etc.)
- ☐ Other (please list): _____

Initial _____

Transportation Plan

Wake County Smart Start (WCSS) contracting agency will follow the guidelines that address transportation to and from NC Pre-K sites for all children. The plan is implemented in two phases (1) contracting and partnering agencies and (2) NC Pre-K sites.

Phase I

WCSS along with partnering agencies (Wake County Public Schools and Telamon Head Start) will assign children to programs that are within a 10-mile radius of their homes or to their base schools, when feasible, to alleviate traveling long distances to programs and lessen barriers for attendance.

Phase II

NC Pre-K programs will consider various sources of transportation methods that may include the following:

- Public School Bus
- Public transportation
- Program Transportation
- Private Transportation
- Program Family Carpool
- Other

Families will be encouraged to work with site administrators to find appropriate means of transportation. If necessary, families with children participating in transportation services for NC Pre-K may be charged a nominal transportation fee to/from the NC Pre-K site. The cost of service will be submitted for approval to the NC Pre-K Committee.

Programs that provide transportation will adhere to the NC Child Care Licensing Requirements for childcare settings and the Memorandum of Understanding (MOU) requirements for public school settings, developed jointly between the Department of Health and Human Services and the Department of Public Instruction.

Initial _____

WCSS Plan for the Prevention of Suspension/Expulsion of Children with Unique Needs and Challenging Behaviors

Purpose: It is the intent of Wake County Smart Start (WCSS) to severely limit suspensions and expulsions in early childhood education programs serving children birth-through-five years of age. WCSS recommends that NC Pre-K sites focus on fostering social-emotional development, appropriately responding to challenging behaviors by incorporating preventive guidance, discipline practices and policies before ever considering suspension from sites. For further information see the Division of Child Development and Early Education's policy statement.

Site Administrators and classroom staff conduct developmental screenings and ongoing observations of all children in their programs to support child development. Annually, the WCSS Pre-K Manager and Wake County Public School System (WCPSS) ChildFind Coordinator meet to review the Preschool Special Education Notification forms and process. Pre-K Quality Enhancement (QES) or staff distribute updated Notification information to administrators and post it on the WCSS website. Site Administrators share Notification information with Pre-K lead and assistant teachers. If a child's participation presents a safety risk to themselves, peers, or staff, the following intervention plan will be implemented.

Step 1

- Site administrators and Lead Teachers complete a Quality Enhancement Classroom Support form (including any screening information, documented family communication, classroom observations, and ongoing assessments) and submit to QES.
- QES will complete classroom observations and then collaborate with the teaching team to develop and implement an intervention plan with classroom strategies to support child/children.

Step 2

- The site may request assistance from community agencies for support and guidance. Agencies may include: Project Enlightenment, Healthy Social Behaviors Specialists, Lucy Daniels Center, Wake County Human Services Child Care Health Consultants, and others. Every effort will be made to maintain children's enrollment.

Step 3

- If significant concerns about the child and the program's capacity to address children's need are discovered, the site administrator will work with teachers, child's family and local agencies. Previous modifications, individualized strategies and recorded progress will be documented. The Early Childhood Behavioral Engagement and Developmental Needs Report will be completed.
- Program will send document to WCSS QES who will share it with WCSS Pre-K Manager.

Step 4

- Notification/Referral process begins
- Complete and/or collect the following documents:
 - NC Pre-K Notification Packet Checklist (include Director's signature)
 - Completed Notification/Referral Form
 - Authorization for Release/Exchange of Confidential Information
 - Copy of Brigance Screening
 - Proof of Residence (current utility bill (within 30 days - water, gas or electric) or valid lease agreement or settlement/closing statement - signature dated within two months)
 - Copy of Birth Certificate
 - Brief Summary of Observations and Concerns
 - Submit all documents to WCPSS Preschool Services (see email/fax on the notification packet)

Step 5

- Send copy of the submitted Notification/Referral form to WCSS QES
- Families, teachers, site administrators, and/or community agencies shall maintain continuous collaboration.

Step 6

- If efforts to develop a coordinated support plan do not yield improvement, WCSS staff will contact WCPSS Preschool Programs and The Division of Child Development and Early Education for guidance.

Initial _____



NC Pre-K Site Attestation of Plan Review and Compliance

By signing below, I acknowledge and agree that the site will follow the requirements outlined in each of these plans. I understand that documentation supporting compliance with these plans must be maintained and made available upon request via Google Drive, and that adherence will be monitored by Wake County Smart Start.

Site Name: _____

Site Administrator Name: _____

Signature: _____

Date: _____