



# PROPOSED AGENDA

## NCPK Committee



**Date:** January 23, 2023 **Time:** 2:00 pm  
 Freedman Resource Center, 332 Greenhaven Drive NW (Zoom)

*Meeting called by* Dr. Don Phipps, Co-Chair

### Committee Members

Caldwell County NCPK Committee: Co-Chair Kim Burns, Co-Chair Dr. Donald Phipps, Shari Brown, Candida Kiziah, Katherine Walker, Kristen Tufts, Stephanie Ashley, Shawn Corpening, Geri Ward, Paula Arrowood.  
 Helena Vanhorn, NCPK Contract Administrator

		Topic	Presenter(s)	Exhibit(s)
<input type="checkbox"/>	I.	CALL TO ORDER 2:00 P.M.	Dr. Don Phipps, Committee Co-Chair	
<input type="checkbox"/>	II.	APPROVAL OF THE AGENDA*	Dr. Don Phipps, Committee Co-Chair	
<input type="checkbox"/>	III.	APPROVAL OF THE MINUTES* <ul style="list-style-type: none"> <li>• August 9, 2022</li> </ul>	Dr. Don Phipps, Committee Co-Chair	Exhibit 1
<input type="checkbox"/>	IV.	PUBLIC COMMENT   (Comments must apply to an item on the agenda and requests for public comment must be received by 4:00 PM the day prior to the date of the meeting. Three minutes are allotted per person with a 20-minute maximum time allotment for public comment.)	Dr. Don Phipps, Committee Co-Chair	
<input type="checkbox"/>	V.	NEW BUSINESS <ul style="list-style-type: none"> <li>• For Committee Information               <ol style="list-style-type: none"> <li>1. 2022-23 Applications to Date</li> <li>2. Enrollment: Slots Filled</li> <li>3. Approved Sites</li> <li>4. Distribution of Applications</li> <li>5. Family Income</li> <li>6. Annual Site Monitoring</li> <li>7. Classroom Staff Turnover</li> <li>8. Kindergarten Transition</li> </ol> </li> <li>• For Committee Action*               <ol style="list-style-type: none"> <li>1. 2023-24 Contractor Approval</li> <li>2. 2023-24 Assignment of Slots</li> <li>3. NCPK CCDF Quality Funds</li> <li>4. NCPK Application 2023-24</li> </ol> </li> </ul>	Helena Vanhorn, NCPK Coordinator  Dr. Don Phipps, Committee Co-Chair	
<input type="checkbox"/>	VI.	ADJOURNMENT	Kim Burns, Committee Co-Chair	

\*Requires Committee approval.

# **Exhibit 1**

**Minutes: August 9, 2022**

# NCPK Committee Meeting

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*Date: August 18, 2021 | Time: 11:03am | Location: Preschool Readiness Center via Zoom | Meeting called to order by Dr. Don Phipps with a quorum present.*

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## In Attendance

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Members Present: , Dr. Don Phipps (Co-Chair, Caldwell County Schools Superintendent), Lacey Kincaid (Parent Representative), Kristen Tufts (Caldwell County Department of Social Services), Geri Ward (Child Care Representative), Paula Arrowood (Caldwell County Schools, Exceptional Children), Candida Kiziah (Parent Representative)

Staff Present: Helena Vanhorn (NCPK Coordinator), Vickie Sproul (NCPK Contract Administrator), Robert Semple (Caldwell County Schools), Sandra Beane (CCS Preschool Administrative Assistant)

Members Absent: Shawn Corpening (Child Care Representative), Stephanie Ashley (Blue Ridge Community Action), Shari Brown (Family Literacy, CCC&TI), and Kim Burns (Co-Chair, Smart Start).

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## Call to Order 11:03 AM

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### Approval of Agenda

Dr. Phipps (Co-Chair) Asked that the agenda time be changed from the 11:00pm start time to reflect the correct time of 11:00am.

Dr. Phipps called for approval of the new recommendation changes for two new committee members. Robert Semple will be the stand in for the health person. No response has been recorded for the Caldwell County Representative at this time.

Upon motion of , and a second by Geri Ward the committee approved Robert Semple as the stand in for the health person.

Dr. Phipps called for a motion to approve the August 18, 2021 agenda with the correct time.

Upon the motion of Paula Arrowood, and a second by Geri Ward, the NCPK Committee unanimously approved the August 18, 2021 agenda.

Dr. Phipps called for the approval of the minutes of the July 26, 2021 NCPK Committee meeting.

Upon motion of Geri Ward, and a second by Paula Arrowood, the minutes of the February 11, 2021 meeting were unanimously approved.

No conflict of interest.

### Public Comment

There were no public comments presented to the committee.

No conflict of interest.

### Public Comment

There were no public comments presented to the committee.

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## New Business: Information

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Helena Vanhorn, Preschool Coordinator, shared that the Caldwell County Schools NCPK has grown with 44 additional children enrolling since the start of school. This brings the program enrollment number up to 292 children. This places the program at 89% capacity versus the state which is at 61 to 63%.

An update was given as to the directions from DCDEE concerning masking at the community sites due to Covid. This was mandated by the state and no action was taken by the committee.

NCPK will not operate as remote only for the 2021/22 school year. If a child has been exposed to Covid remote will be offered.

Updates were given on funding for 2021/22 and site reimbursement rates. Hold harmless will be in effect from August to November of 2021.

The committee also received updates on the NCPK Contract and additional funds for the 2021/22 school year. No comments or concerns were received.

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## New Business: For Action

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**Action Item:** Dr. Phipps called for a motion to accept the Conflict of Interest statement that is signed by each committee member.

Upon the motion of Paula Arrowood and a second by Kristen Tufts, the motion passed.

No conflict of interest.

**Action Item:** Dr. Phipps called for a motion to approve the Contract and Budget Allocations.

Site reimbursement rates are as follows, community sites \$650.00, Head Start \$350.00, and schools \$473.00.

Upon the motion of Paula Arrowood and a second by Geri Ward, the motion passed.

No conflict of interest.

**Action Item:** Dr. Phipps called for a motion to accept the placement of children into the NCPK program.

Upon the motion by Kristen Tufts and a second by Paula Arrowood the motion passes unanimously.

No conflict of interest.

**Action Item:** The committee discussed applying for additional funding if made available to NCPK programs.

Dr. Phipps called for a motion to approve applying for the additional funding.

Upon motion from Paula Arrowood and a second from Kristen Tufts the committee voted unanimously to accept applying for additional funding.

No conflict of interest.

**Action Item:** The committee reviewed the 2021/22 attendance policy.

Dr. Phipps called for a motion to accept the policy.

Upon motion by Paula Arrowood and seconded by Geri Ward the motion passed unanimously.

No conflict of interest.

**Action Item:** The committee reviewed the Challenging Behavior Plan.

Dr. Phipps called for a motion to accept the plan.

Upon motion by Paula Arrowood and seconded by Geri Ward the motion passed unanimously.

No conflict of interest.

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## Additional Discussion

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None at this time.

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## Next Meeting and Adjournment

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Being no further business to come before the NCPK Committee and upon the motion of Lacey Kincaid, and the second by Paula Arrowood, the NCPK Committee unanimously approved adjournment.

Meeting was adjourned at 11:23am.

Next NCPK Committee meeting to be announced.

**Exhibit 2**  
**NCPK Application 2023-24**



Caldwell County 2023-34
NCPK and Head Start Application



To be considered in the first round of placements, all information is due by April 30, 2023.

ALL questions must be answered in order for your application to be processed.

Please check all programs for which you are applying:

NCPK Eligibility:

- Child must be four years old on or before August 31, 2023
Family Income and other eligibility factors will be considered based on guidelines set by the State of North Carolina
Complete documentation must be submitted in order to determine eligibility

Head Start Eligibility:

- Child must be three or four years old on or before August 31, 2023
Family Income and other eligibility factors will be considered based on guidelines set by the Office of Head Start
Interested families must attend an application/interview appointment at Northside Children's Learning Center
\*Applicants only interested in Head Start will select Northside Children's Learning Center as their first choice.

Documents - Completed forms MUST include signatures and initials as needed, as well as all of the following documents in order to be considered:

- Caldwell County NCPK/Head Start Application with ALL fields completed
Copy of Child's Birth Certificate
Individual Education Plan/Individual Family Service Plan - IEP/IFSP (if applicable)
Copy of Legal guardianship/custodial papers (if applicable)
Health Transmittal Form and Dental Form (Completed on or after September 1, 2022)
Up to Date Immunization/Shot Record
Other (IEP, Sibling IEP, letter from doctor or therapist currently providing services to child)
Proof of Income (at least one of the following):
Check stubs for last two months
Previous year's Tax Return including W2's and 1099's
Current bank statement showing direct deposits for Child Support and/or Alimony
Benefits letter (Social Security Income, Veterans Administration Benefits, etc.)

Information may be faxed from third parties to the Preschool Readiness Center at 828-757-0642

Child's full name First Middle Last

Child's address Street City State Zip

Child's date of birth: month day year

Transportation and Before and After School Care

Transportation and Before and After School Care Services are not included with the NC Pre-K or Head Start programs. The typical school day is from 8am - 2:30pm. Parents are responsible for speaking with the NC Pre-K placement site to receive information regarding before and after school availability and fees, if applicable. (Before and After school are available through Head Start, Bright Beginnings Childcare Center, and Countryside Childcare.) Timely attendance is an expectation of the program. Prompt pick-up in the afternoon is required as our staff have after school responsibilities.

If accepted into the program, would your child require before/after school care? Yes No

If accepted into the program, I will provide transportation or have other arrangements made.  Yes  No

If accepted into the program, I understand that timely arrival and departure are my responsibility. Initial \_\_\_\_\_

Please check all boxes that apply and/or complete all questions:

<b>Child's Gender</b>	<input type="checkbox"/> Boy <input type="checkbox"/> Girl
<b>Is your child Hispanic?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>County of Residence</b>	<input type="checkbox"/> Caldwell <input type="checkbox"/> Burke <input type="checkbox"/> Other _____
<b>What elementary school is your home address assigned to?</b>	<input type="checkbox"/> Baton <input type="checkbox"/> Collettsville <input type="checkbox"/> Davenport <input type="checkbox"/> Dudley Shoals <input type="checkbox"/> Gamewell <input type="checkbox"/> Granite Falls <input type="checkbox"/> Happy Valley <input type="checkbox"/> Hudson <input type="checkbox"/> Kings Creek <input type="checkbox"/> Lower Creek <input type="checkbox"/> Sawmills <input type="checkbox"/> Valmead <input type="checkbox"/> Whitnel <input type="checkbox"/> I do not know my elementary school district.
<b>Race (check all that apply)</b>	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Native American/ Alaskan <input type="checkbox"/> Bi-racial <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/ Pacific Islander <input type="checkbox"/> Other
<b>Is your child a NC resident?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is your child a US citizen?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Child lives with:</b>	<input type="checkbox"/> Mother only <input type="checkbox"/> Father only <input type="checkbox"/> Mother and Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Legal Custodian <input type="checkbox"/> Other - _____
<b>What language does your child most frequently use to communicate?</b>	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other _____
<b>What language(s) are frequently used in your home?</b>	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other _____
<b>Child/family is currently being served by Child Protective Services?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes, currently in Foster Care <input type="checkbox"/> Yes, currently residing with parent(s) <input type="checkbox"/> I am caring for a child who is <b>awaiting</b> foster care placement.
<b>Please select all that apply to your child's current family status:</b>	<input type="checkbox"/> WIC <input type="checkbox"/> Food Stamps <input type="checkbox"/> Early Head Start <input type="checkbox"/> Medicaid <input type="checkbox"/> IEP/IFSP <input type="checkbox"/> Private Insurance <input type="checkbox"/> In foster care <input type="checkbox"/> In kinship care <input type="checkbox"/> Expecting a baby
<b>Is your family homeless</b> (temporarily living with friends/family or in shelter/car/hotel)?	<input type="checkbox"/> No <input type="checkbox"/> Yes, more than 12 months <input type="checkbox"/> Yes, less than 12 months Living situation: <input type="checkbox"/> In a shelter <input type="checkbox"/> In own home, rented home, or apartment <input type="checkbox"/> In a hotel or motel <input type="checkbox"/> With friends or relatives – Explain: _____ <input type="checkbox"/> In other circumstances – Explain: _____
<b>Have you moved in the last 12 months?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes; How many times? _____ What were the circumstances for moving? _____

I am homeless and give Head Start (Blue Ridge Community Action) and/or Caldwell County Schools permission to make a referral for services.

My child does not receive free Dolly Parton Imagination Library books. Please enroll him/her through Caldwell Smart Start.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother/Guardian's Name \_\_\_\_\_

Father/Guardian's Name \_\_\_\_\_



	Address	Phone	Email (Notifications will be sent via email)
<b>Mother/Guardian</b>	<input type="checkbox"/> Same as Child <input type="checkbox"/> Other _____ _____	_____ <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work	
<b>Father/Guardian</b>	<input type="checkbox"/> Same as Child <input type="checkbox"/> Other _____ _____	_____ <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work	
<b>Alternative Contact's name</b>		<b>Alternative Contact's Phone(s)</b>	

Please list all family members living in household (parents and dependent children):

Name Married adults, including step-parents, and all dependent children under age 18	Birth Date	Current Age	Relationship to Child

**Child's Development:**

<b>Does your child have a physical challenge or chronic illness?</b>	<input type="checkbox"/> No <input type="checkbox"/> asthma <input type="checkbox"/> diabetes <input type="checkbox"/> obesity <input type="checkbox"/> anemia <input type="checkbox"/> Other _____	A medical diagnosis is required. Verification from your child's physician must be provided with the application.
<b>Does your child have a developmental or educational need?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify: _____	
<b>Has your child received a developmental screening?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes, date completed _____	
<b>Has your child been referred for testing for determining if services are needed</b> (Speech, Physical Therapy, Occupational Therapy, and/or Play Therapy)?	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify: _____	Please let us know if your child is receiving private services of any kind. Recent evaluations or Progress Notes can be provided with your application as verification.
<b>Is your child receiving services for a developmental need?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify: _____	
<b>Does your child have an IEP (Individualized Education Plan) or IFSP (Individualized Family Service Plan)?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please include copy) <input type="checkbox"/> IEP with Caldwell County Schools <input type="checkbox"/> IEP is not with Caldwell County Schools and parent will provide a copy with the application.	If your child is under an IEP through Caldwell County Schools, you do not have to provide a copy. Verification will be completed by Caldwell County Schools.
<b>Does your child have a sibling who is currently being served under an Individualized Education Plan (IEP) or</b>	<input type="checkbox"/> No    (A copy of the current IEP must be submitted with the application.) <input type="checkbox"/> Yes <input type="checkbox"/> IEP with Caldwell County Schools	If the sibling is being served by Caldwell County Schools, please list his/her name.

<b>Individualized Family Service Plan (IFSP).</b>	<input type="checkbox"/> IEP is not with Caldwell County Schools and parent will provide a copy with the application.	Caldwell County Schools will provide verification.
<b>Is at least one parent/guardian of this child currently an active duty member of the United States Armed Forces; ordered to active duty within the last 18 months or expected to be ordered within the next 18 months; or has been seriously injured or killed in active duty?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please provide documentation)	

**Current Child Care Provider (must be completed):**

<b>My child has attended a child care center or family child care home.</b>	<input type="checkbox"/> Never <input type="checkbox"/> Attending currently, paid by family <input type="checkbox"/> Attending currently, paid by subsidy voucher <input type="checkbox"/> Attended previously but is not currently enrolled	<input type="checkbox"/> Applied for subsidy and on the waiting list <input type="checkbox"/> I am not eligible for subsidy
<b>Current Child Care site</b>	Name of current child care center/family home: _____ Start Date _____ Number of hours attended weekly _____	Office use ONLY: <input type="checkbox"/> 1-3 <input type="checkbox"/> 4-5
<b>Previous Child Care site</b>	Name of current child care center/family home: _____ End Date _____ Number of hours attended weekly _____	Reason no longer attending.
<b>Not attending Child Care</b>	During the day, who currently cares for your child?	

**Parent/Guardian Employment Status**

	<b>Mother/Guardian</b>	<b>Father/Guardian</b>
<b>Employed</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes    Pay \$ _____ per hour Name of employer: _____  How many hours worked per week _____	<input type="checkbox"/> No <input type="checkbox"/> Yes    Pay \$ _____ per hour Name of employer: _____  How many hours worked per week _____
<b>Self-Employed</b>	Job details/explanation:	
<b>Student Status</b>	<input type="checkbox"/> High School GED <input type="checkbox"/> College <input type="checkbox"/> Job Training Program <input type="checkbox"/> Other <input type="checkbox"/> None	<input type="checkbox"/> High School GED <input type="checkbox"/> College <input type="checkbox"/> Job Training Program <input type="checkbox"/> Other <input type="checkbox"/> None
<b>Unemployed, seeking employment</b>	<input type="checkbox"/> I am unemployed and have no income. Please complete and sign the statement below this chart. <input type="checkbox"/> If applicable – Please describe any income changes in the last 12 months (Lay off? If so, for how long? Unemployed? If so, how long?)	
<b>Highest Level of Education</b>	<input type="checkbox"/> Less than Diploma/GED <input type="checkbox"/> GED <input type="checkbox"/> High School Diploma <input type="checkbox"/> 2 Year Degree <input type="checkbox"/> 4 Year Degree <input type="checkbox"/> Master's/Higher	<input type="checkbox"/> Less than Diploma/GED <input type="checkbox"/> GED <input type="checkbox"/> High School Diploma <input type="checkbox"/> 2 Year Degree <input type="checkbox"/> 4 Year Degree <input type="checkbox"/> Master's/Higher

**If applicable** - My current income is \$0. I have had \$0 income since \_\_\_\_\_ (date \$0 income began).  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**If applicable** - My current income is \$0. I have had \$0 income since \_\_\_\_\_ (date \$0 income began).

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mother's/ Guardian's Income – Documentation of each applicable source of family's income is required**

Wages before taxes	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	You must provide the last 2 months' of pay stubs as verification.
Alimony	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	Verification may be a copy of a court order or bank statements from the last 2 months.
Child Support	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	Verification may be a copy of a court order or bank statements from the last 2 months.
Worker's Compensation	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	Verification may be 2 months of paystubs or a letter from your employer including dates and amounts.
Unemployment	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	Verification may be paystubs or a copy of your benefits letter.
Work First/ Temporary Assistance to Needy Families	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	A benefits letter or Medicaid card can be used as verification.
Social Security	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	Verification may be a copy of your benefits letter.
Social Security/ Disability	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	Verification may be a copy of your benefits letter.
VA Benefits	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	Verification may be a copy of your benefits letter.
Pension/Annuity	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	Verification may be a copy of your benefits letter.
Family Support	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	Verification may be a written statement that is signed and dated and includes contact information.
Other: _____	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	Verification may be a copy of your benefits letter or other written statements.

I am interested in volunteering in my child's school/classroom. I can prepare classroom materials share a family tradition read to children talk about and answer questions about my job help during celebrations serve on a committee/council

**Father's/Guardian's Income - Documentation of each applicable source of family's income is required**

Wages before taxes	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	You must provide the last 2 months' of pay stubs as verification.
Alimony	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	Verification may be a copy of a court order or bank statements from the last 2 months.
Child Support	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	Verification may be a copy of a court order or bank statements from the last 2 months.

Worker's Compensation	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	Verification may be 2 months of paystubs or a letter from your employer including dates and amounts.
Unemployment	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	Verification may be paystubs or a copy of your benefits letter.
WFFA/TANF	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	A benefits letter or Medicaid card can be used as verification.
Social Security	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	Verification may be a copy of your benefits letter.
SSI	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	Verification may be a copy of your benefits letter.
VA Benefits	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	Verification may be a copy of your benefits letter.
Pension/Annuity	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	Verification may be a copy of your benefits letter.
Family Support	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	Verification may be a written statement that is signed and dated and includes contact information.
Other: _____	\$_____	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Biweekly/Every other week <input type="checkbox"/> Weekly	Verification may be a copy of your benefits letter or other written statements.

**Describe any unusual family circumstances that need to be considered for this child's enrollment** (i.e., substance abuse, parent incarcerated or released within 6 months, domestic violence, physical or mental illness in the home). You may use a separate piece of paper. \_\_\_\_\_

**My child is currently enrolled for free Dolly Parton Imagination Library books.**  Yes  No, please send me information  
 How often do you read to your child?  Daily  3-5 times per week  1-2 times per week  a few times per month  
 occasionally

**Please read carefully, initial each paragraph, sign and date on bottom of this sheet:**

- \_\_\_\_\_ I certify that all information provided is true, correct and complete. I understand that information is provided to document eligibility for receipt of program funds. Program staff may verify information on this application. Deliberate misrepresentation may subject me to prosecution under applicable state laws.
- \_\_\_\_\_ I understand that by completing this application my child is not guaranteed placement and that he/she may be on a waiting list.
- \_\_\_\_\_ I understand that if my child is selected for participation, family involvement is essential. My family will cooperate with programs to submit necessary documentation and application for additional services.
- \_\_\_\_\_ I understand that transportation to and from Pre-K programs will be my family's responsibility.
- \_\_\_\_\_ I understand that my child will receive a developmental screening in the primary language listed in the application and give permission for my child to also receive vision, hearing, dental and/or speech and language screenings.
- \_\_\_\_\_ I understand that if there is a change in my child's address, phone number or attendance in any type of licensed care, or if there is a change in family income, it is my responsibility to notify the Pre-K Application Center and inform them of any changes.
- \_\_\_\_\_ I understand that my child will need a current, updated health assessment which includes dental, vision, hearing, and an updated immunization record, before she/he attends a program. (Health Transmittal Form is available in most Caldwell County doctor's offices as well as [https://ncchildcare.ncdhhs.gov/Portals/0/documents/pdf/N/NCPre-K\\_HAForm.pdf](https://ncchildcare.ncdhhs.gov/Portals/0/documents/pdf/N/NCPre-K_HAForm.pdf))
- \_\_\_\_\_ I give permission for my child's name, picture, portrait, likeness, or voice to be used for the purpose of center display, scrapbook, newspaper articles, television broadcast, posting to Pre-K program websites, and/or printed materials for use by the Caldwell County Schools.
- \_\_\_\_\_ I understand that, if my child is accepted into the NC Pre-Kindergarten Program and/or Head Start, regular attendance is necessary for full benefit of the program. Failure to maintain regular attendance could jeopardize his/her placement in the program.
- \_\_\_\_\_ I understand that my child's progress will be shared with his anticipated kindergarten school to help the school prepare for a successful transition for my child. Information may include his screenings and data collected in the NCPK classroom.
- \_\_\_\_\_ I give permission for my name and contact information to be shared with Caldwell County Family Literacy regarding adult education programs which may benefit my family.

**Preferred Location** – Please number your first, second and third, and fourth choice for location using numbers 1, 2, 3 and 4. While every effort will be made to place eligible children in preferred locations, we are unable to guarantee a site. Sites below are subject to change due to funding and availability.

**\*Applicants only interested in Head Start will select Northside Children’s Learning Center as their first choice.**

Rank your preference (1-4)	Site	Area	Rank your preference (1-4)	Site	Area
	A New Beginning	Whitnel		Granite Falls Elementary	Granite Falls
	Baton Elementary	Baton		Happy Valley School	Happy Valley
	Bright Beginnings	Granite Falls		Hudson Elementary	Hudson
	Collettsville Elementary	Collettsville		Kings Creek	Kings Creek
	Countryside Childcare	Granite Falls		Northside Children’s Learning Center (Head Start)*	Lenoir
	Davenport Elementary	Lenoir		Sawmills Elementary	Sawmills
	Dudley Shoals Elementary	Dudley Shoals		Valmead Elementary	Lenoir
	Gamewell Elementary	Gamewell		Whitnel Elementary	Whitnel

\*Applicants who are ONLY interested in Northside Children’s Learning Center/Head Start should mark Northside as your 1st choice. If your child attended your 1st choice location last year, please check here

**I certify that all information provided is true, correct, and complete. I understand that information is provided to document eligibility for the NC Pre-K Program. Program staff may verify information provided. Deliberate misrepresentation may subject me to prosecution under applicable state laws.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Relationship to child: \_\_\_\_\_

**\*\*ALL questions must be completed in order for your child to be considered. Please check to confirm there are no unanswered questions.**  
 If you have difficulty with any part of this application, please contact us.

**How did you hear about the NCPK program?**  radio announcements  from someone I know  
 social media  telephone notification  posted signs  other: \_\_\_\_\_

<p><b><u>Drop off or mail completed applications at:</u></b>          Preschool Readiness Center          332 Greenhaven Drive NW          Lenoir, NC 28645          or          Head Start/Northside Children’s Learning Center          1440 Blowing Rock Blvd          Lenoir, NC 28645  <b>May also be dropped off at any NCPK Location.</b></p>	<p><b><u>Questions and appointments:</u></b>           Caldwell County Schools          Preschool Readiness Center          Phone: 828-726-3920          Fax: 828-757-0642           Head Start/Northside Children’s Learning Center          Phone: 828-758-4290, ext 3</p>
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<p><b>Office Use Only:</b> <input type="checkbox"/> New Student <input type="checkbox"/> Returning Student PTY <input type="checkbox"/> Y <input type="checkbox"/> N Shared with HeadStart _____          Date Application Received _____ Date of IEP Mtg (to discuss transition) _____ Current Ed. Placement _____          Frequency/Duration of Services: Spec Ed _____ ST _____ OT _____ PT _____          Other (list) _____</p>
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