

Universal Preschool Application Process

I. Intake-

a. By Appointments

- i. During scheduling- go over the list of required documents with the family to be sure they show up with necessary documents.
- ii. During appointment- go over the application with the family to make sure all items are complete.
- iii. Check off that ALL required documents are attached to the application
- iv. Complete the Parent Receipt- Make a copy to attach to application and give original to the family.
- v. Application must be complete and have all supporting documents to be accepted.

II. Transfer of Files

- a. All files are turned in to the CPFC weekly. List all files being turned in on the Transfer of files form. Sign the form and have person you are giving the files to also sign the receipt.

III. Audit

- a. Before being entered into the NCPK APP data base, the person responsible for entering into the data base will verify the completeness of the app and all the supporting documents. - Will provide more training for this during NCPK App training.

IV. Date Entry-

- a. All applications will be entered into the NCPK App system by the designated person(s) from each program.
- b. The CPFC will be responsible for downloading information into an excel spreadsheet.

***Training for data entry into NC Pre-K App will take place at a later date in a 1:1 setting.**