

Preschool Enrollment Process

All NC Pre-K applications must be completed in its entirety before submitting it to the NC Pre-K Program. Each application will be related accordingly to the NC Pre-K guidelines. The child's birth certificate, proof of residency and proof of income is required to complete the application process. At the time of application process or enrollment into the preschool program, a state approved screening will be administered to the child to help assist in the determination of areas of strengths and needs in the child. This assessment will be repeated again near the end of the program as the child transitions out of the preschool program. This helps in providing a more current assessment to the receiving program, such as Kindergarten.

Required Documents for all NC Pre-K Students:

- **Policy Statement** – Parents must read and sign a statement that they will abide by the policies outlined in this handbook.
- **Birth certificate** – Required before entry into the program.
- **Immunization Records** – Parents are required to provide current immunization shot records. NC Child Care Laws require that immunization shot records are up-to-date. All parents are asked to update their child's file as needed.
- **Health Assessment** – A health assessment is required to be on file at the NC Pre-K site within 30 days after the child enters the NC Pre-K Program. The health assessment has to be conducted within 12 months of the program entry. The health assessment includes: a physical exam, updated immunization shot, vision, hearing and dental screenings. This all can be done by the child's pediatrician/doctor.
- **Developmental Screening** – All children that are enrolled in the NC Pre-K Program must receive a developmental screening upon entering the program, unless the child has an existing Individual Education Program/Plan (IEP). The program will use an approved screening instrument outlined by the state. Children must be screened within 90 days after the first day of attendance in the program or within 6 months prior to the first day of attendance. The NC Pre-K program requires that screening be used solely for the purpose of identifying a child who could be referred for further evaluation and testing based on concerns in one or more development domains.
- **NC Pre-K Child Form** – This form has to be completed at the time of the NC Pre-K application process.
- **Proof of Address**
- **Proof of Income**
- **Other BCS "school" forms** will need to be completed in order to have a completed application. As Bertie County Schools policies may change or personal family needs arise, more forms/information may be necessary to fill out.