**Bertie County Schools NC Pre-K Program Application Process**

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| **Application****Submission** | Fill out the online application at [www.bertie.k12.nc.us](http://www.bertie.k12.nc.us). Upload required documents\* with application.**OR**Print a copy, request an application to be mailed, or pick up at Bertie County Schools Central Services Complex. Printed applications along with required documents\* must be mailed to or dropped off at BCS Central Services Complex. |
| **Application Process** | If your application is submitted with all required documents\* **and** your child is NC Pre-K eligible, the NC Pre-K Director will mark it as complete.  | If your application is complete and your child is **not** NC Pre-K eligible. The NC Pre-K Director will contact you.  | If your application is **not** complete, the NC Pre-K Director will contact you.  |
| **Site****Assignment** | Site placement is within the physical address of the application. Children are prioritized by income and other factors.  | If you have another site location that you desire for your child, it will be determined based on needs of the child and availability. | **Bertie County Schools** **NC Pre-K Program**715 US Highway 13 NorthWindsor, NC 27983Phone: (252)794-2260Fax: (252)794-2428Mobile: (252)325-1024Email: bholley@bertie.k12.nc.us |
| **Family Notification** | Families will be notified by email or phone call over the summer. Placement and enrollment is based on completion of the application.  |

**Required Documents: Proof of Birth, Proof of Address, and Proof of Income.**