

NC Pre-K Site Monitoring Tool State Fiscal Year (SFY) 2011 - 2012

The NC Pre-K Site Monitoring Tool is based on the NC Pre-K Program Requirements (issue date August 15, 2011). This tool is designed to provide a checklist of site information that must be reviewed annually. In addition to meeting the N.C. Child Care Requirements, this tool should serve as a summary of all information for classrooms located at this site. After initial review, any components that require further attention should be evaluated again within the same school year. Regular, systematic, and focused supervision of NC Pre-K programs ensures that sound, high-quality and appropriate services are implemented and maintained. The use of the NC Pre-K Site Monitoring Tool ensures uniformity across programs throughout the state and should be used in developing local county/regional plans. This tool addresses only program components.

Instructions

1. Each site must monitor its own program and classrooms on a regular basis using the NC Pre-K Site Monitoring Tool State Fiscal Year 2011-2012.
2. The Site administrator (or designee) monitors NC Pre-K sites/classroom(s) and completes the Site Monitoring Tool.
3. When a particular standard or requirement has not been met, each site should establish a written Action Plan to meet compliance and documentation defining who is responsible for accomplishing the task, a timeline, and other information to indicate progress toward meeting the requirement. This plan should include any required exceptions (e.g., staff education, length of day, etc.) approved by the Division of Child Development and Early Education (DCDEE).
4. For items marked "N/A," written clarification may be necessary for why that item does not apply.
5. By October 31 of the program year (or within 90 days of when a new site begins participation in the NC Pre-K program), the site administrator completes, signs the Assurance Statement, dates an original copy of the completed Site Monitoring Tool, attaches written Action Plans for items not met, and submits this documentation to the local Contract Administrator. A copy of the Site Monitoring Tool and Action Plan shall remain on file at the site and be available for review by a DCDEE Child Care Licensing Consultant.
6. Information collected with this tool will be used by the local Contract Administrator to confirm, record, and report local site compliance to the Division of Child Development and Early Education, Monitoring and Compliance Unit, 2201 Mail Service Center, Raleigh NC 27699-2201. In addition, the DCDEE Child Care Consultant will use the information collected to monitor compliance with the NC Pre-K programmatic requirements during the program's annual compliance visit.

The NC Pre-K Site Monitoring Tool is available on the DCDEE web site at <http://www.ncchildcare.net>

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Facility Name: _____ Facility ID# _____

NC Pre-K Site Administrator: _____

Number of NC Pre-K Classrooms Monitored: _____ Date(s) of Monitoring Visits: _____

**Please note: for your convenience, the site monitoring tool lettering & numbering system is intended to correspond with the related section in the NC Pre-K Program Requirements.

Section 3: The NC Pre-K Child (The local Contract Administrator will verify compliance with items in Section 3 during the site visit.)

A. NC Pre-K Child Enrollment Eligibility	Source	Yes	No	N/A	Plan or clarification [who, what, when; or exception letter on file]
A1. NC Pre-K County Contractor determines eligibility/priority.	<ul style="list-style-type: none"> • written operational policies 	<input type="checkbox"/>	<input type="checkbox"/>		
A2. Child is 4 years of age on or before August 31 st in the year served; not eligible for kindergarten.	<ul style="list-style-type: none"> • birth certificate or • adoption certificate or • medical records or • family Bible 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
A3. Every child's family is determined to be income eligible, the child has an IEP, or meets one of the other eligibility criteria if all "at-risk:" children are served.	<ul style="list-style-type: none"> • child application or other documentation with parent signature and • NC Pre-K Scorecard and Income Eligibility Tables used or • Verification of family income (pay stubs, tax records, etc.) or • Copy of child's IEP or • exception letter/email on file 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

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B. Service Priority Status	Source	Yes	No	N/A	Plan or clarification
B1. First priority is “at-risk” children, followed by other eligible children (LEP, chronic health condition, military, or developmental/educational need)	<ul style="list-style-type: none"> • child application or other documentation and • NC Pre-K Scorecard and Income Eligibility Tables used and • written policy/procedures for prioritizing children 	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
E. Parent Co-payments	Source	Yes	No	N/A	Plan or clarification
E1. No parent co-payment shall be imposed for parents of children who are “at-risk” enrolled in the NC Pre-K program.	<ul style="list-style-type: none"> • Written policy/procedures for charging co-payments 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F. Children with Unique Needs	Source	Yes	No	N/A	Plan or clarification
F1. If alternative placement has been considered for any child with challenging behaviors, a written plan is on file that documents efforts to maintain enrollment.	<ul style="list-style-type: none"> • copy of plan on file 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F2. Decisions regarding alternative placement for any child with challenging behaviors must involve a state-level representative from the NC Pre-K Program.	<ul style="list-style-type: none"> • written documentation of communication, meetings, and resolution with state office representatives 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section 4: The NC Pre-K Site

A. Facility Requirements	Source	Yes	No	N/A	Plan or clarification
A1. NC Pre-K program holds a 4- or 5-star license, OR program holds a 3-star license and is pursuing 4-or 5-star requirements by July, 2012, OR public school is pursuing licensure by July, 2012	<ul style="list-style-type: none"> • current facility license or • current facility license and written plan for increasing star license 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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B. Official NC Pre-K Day and Year	Source	Yes	No	N/A	Plan or clarification
B1. 6.5 – 10 hour instructional day	<ul style="list-style-type: none"> • classroom schedule or • school calendar or • operational policies 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
B2. 10 months, 180 service days (5 of which may be used for professional development)	<ul style="list-style-type: none"> • classroom schedule or • school calendar or • operational policies 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
C. Program Attendance Policy	Source	Yes	No	N/A	Plan or clarification
C1. Establish procedure to verify classroom attendance.	<ul style="list-style-type: none"> • class attendance records 	<input type="checkbox"/>	<input type="checkbox"/>		
C2. Documentation on file that families were contacted when a child was absent for more than 3 consecutive days.	<ul style="list-style-type: none"> • contact logs (i.e., telephone, home visits) or • written letters of notification and/or • written exceptions 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
D. Nutrition	Source	Yes	No	N/A	Plan or clarification
D1. Fees are charged for meals only when children do not qualify for free/reduced priced meals and only after approval by the committee.	<ul style="list-style-type: none"> • parent handbook or • operational policies and • documentation from NC Pre-K Committee approving fees 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
D2. Breakfast and/or snacks and lunch meet USDA requirements.	<ul style="list-style-type: none"> • copy of menus (at least 1 month) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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E. Transportation	Source	Yes	No	N/A	Plan or clarification
E1. Transportation fees are charged only after all other options have been exhausted, and no child deemed “at-risk” is denied services based on the inability to pay.	<ul style="list-style-type: none"> • parent handbook or • operational policies and • documentation from NC Pre-K Committee approving transportation fees 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F. Wrap-around services	Source	Yes	No	N/A	Plan or clarification
F1. Families may be charged for the cost of wraparound services provided before or after the regular school day, during holidays, or during summer months. NC Pre-K dollars may not be used for such costs.	<ul style="list-style-type: none"> • parent handbook or • operational policies 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G. Religious activities	Source	Yes	No	N/A	Plan or clarification
G1. Activities, instruction, or communications which promote religious beliefs shall not be directed toward children participating in NC Pre-K during the NC Pre-K portion of the day.	<ul style="list-style-type: none"> • parent handbook or • operational policies 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section 5: The NC Pre-K Classroom

A. Child Health Assessment	Source	Yes	No	N/A	Plan or clarification
A1. Health assessments are on file within 30 days of the child’s enrollment and must have been conducted within 12 months of program entry. If not, parents/families are notified in writing to have the health assessment completed per NC Pre-K requirements.	<ul style="list-style-type: none"> • copy of each child’s assessment or • copy of parent notification letter and • written documentation of appointment 	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

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E3. Adult: child ratio is 1:18 during rest time. Second staff on premises within calling distance.	<ul style="list-style-type: none"> • direct observation and • attendance roster 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
G. Indoor and Outdoor Learning Environment	Source	Yes	No	N/A	Plan or clarification
G1. Both indoor and outdoor environments shall address curricular objectives by encouraging child-initiated, teacher-supported, active learning experiences.	<ul style="list-style-type: none"> • log of activities/opportunities/communications or • lesson plans 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
G2. Teachers shall arrange for children to be outdoors each and every day, for a minimum of one hour, weather permitting.	<ul style="list-style-type: none"> • log of activities/opportunities/communications 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H. Family Engagement	Source	Yes	No	N/A	Plan or clarification
H1. Opportunities for parents and families to be involved in child's learning and parent education is made available to extent feasible.	<ul style="list-style-type: none"> • log of activities/opportunities/communications 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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F. Compensation for Instructional Staff	Source	Yes	No	N/A	Plan or clarification
F1. Teachers and Teacher Assistants in public schools are paid on the State Salary Schedules and receive health and retirement benefits offered by the N.C. State Health Plan and N.C. State Retirement System.	<ul style="list-style-type: none"> • written teacher contracts/agreements or • personnel policies 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F2. Teachers in <u>nonpublic</u> schools are paid according to Table 3 in the NC Pre-K Requirements: <ul style="list-style-type: none"> • Teachers fully licensed (B-K or Pre-school Add-on) • Teachers provisionally licensed with a BA or BS degree 	<ul style="list-style-type: none"> • written teacher contract/agreements or • personnel policies or • exception letter on file 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F3. Assistants in <u>nonpublic</u> schools with at least 2-year AA/AAS degrees are paid according to Table 4 in NC Pre-K Requirements.	<ul style="list-style-type: none"> • written teacher contracts/agreements or • personnel policies or • exception letter on file 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section 7: Evaluation and Monitoring

A. ECERS-R Assessments	Source	Yes	No	N/A	Plan or clarification
A1. Classrooms score at least 5.0 on assessments.	<ul style="list-style-type: none"> • ECERS-R Assessment Reports 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A2. Improvement plan developed and on file at the DCDEE.	<ul style="list-style-type: none"> • copy of improvement plan and/or state intervention plan 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Assurance Statement

All NC Pre-K classrooms at this site were monitored by _____,
(monitor's name, title)

On _____, as documented on this monitoring tool, and submitted to the local NC Pre-K Contractor
(Date(s))

in accordance with the NC Pre-K *Program Requirements*.

Site Administrator Signature

Date

Local Contractor Validation

The local NC Pre-K site has been visited and monitored for SFY 2011-2012 by _____,
(monitor's name, position)

On _____:
(Date)

All requirements have been met or plans for achieving compliance are in place. Additional follow-up (visits, email communication, telephone technical assistance) will be made, as needed, to document compliance.

NC Pre-K Contractor Monitor Signature

Date