

2019-2020 NC Pre-K Site Monitoring Tool Checklist

Site: _____ Date: _____

Site Director/Owner: _____

If marked with an (*) PFC will review during site monitoring visit.

- NC Pre-K Site Monitoring Tool (Original copy)** Please remember to complete all areas of the monitoring tool that apply.
- Operational Policies *** (Please submit only if changes have been made since previous year.)
- Classroom Schedule and School Calendar** (Current school year)
- Classroom Attendance Roster** (September)
- Contact Log/Home Visits** (All contact made with parents especially if a child is absent 3 days or more.)
- Parent Handbook *** (Please submit only if changes have been made since previous year.)
- Copy of menus for at least one month** (September or October)
- Lesson Plan at least two consecutive months** (August, September or October)
- Formative Instructional Assessment (Creative Curriculum. TS Gold) *** All programs are required to use the on-line version
- Family Engagement Log**
 - ✓ Planned events for the year *Must Include the following opportunities: Father Engagement, Inclusion, Diversity , Two-Way communication, volunteer opportunities and at least two Parent/Teacher Conferences)
 - ✓ Sign in Sheets for each event conducted containing the date and parent signatures.
- Program's Transition Plan for the current school year**
- Assurance Statement (NC Child Care Rule 10A NCSC 09.3011)**
- Substitute Log by classroom (DCDEE compliance summaries verifying education))**
- Written teacher contracts/agreements**
- Copy of last ECERS-R assessment report and ECERS-R Self-Assessment signed and dated by the Director and teacher.**

Director/Designee Signature: _____ Date Submitted: _____

PFC Staff Signature: _____ Date Received: _____

Please make sure this form is stamped dated by PFC when received.