The NC Pre-K Site Monitoring Tool is a checklist used to monitor site information annually for both public schools and private programs. This tool should serve as a summary of all information for NC Pre-K classrooms located at this site. After initial monitoring, any components that require further attention should be monitored again within the same school year. Regular, systematic and focused supervision of NC Pre-K Programs, through use of the Site Monitoring Tool, <u>NC Child Care Rule .3000 NC Pre-Kindergarten Services</u> and the <u>NC Pre-K Program</u>. Requirements will ensure that sound, high-quality and appropriate services are implemented and maintained for the NC Pre-K Program.

Results from the Site Monitoring Tool and DCDEE compliance visits should be used to ensure uniformity across programs and to develop local county/regional plans. The NC Child Care Rules are used by Regulatory Child Care Consultants to monitor NC Pre-K sites/classrooms. The NC Pre-K Program Requirements (policy/guidance) are used by the NC Pre-K Program Policy Consultants to guide local NC Pre-K Contracting Agencies and Committees about appropriate operating practices.

Instructions

- 1. Each site administrator or designee must monitor their own program and classrooms on a regular basis using the NC Pre-K Site Monitoring Tool, <u>NC Pre-K Program Requirements</u> and the <u>NC Child Care Rule .3000 NC Pre-Kindergarten Services</u>.
- 2. When an NC Pre-K Program Requirement and/or NC Child Care Rule has not been met, each site should establish a written Action Plan to meet compliance that includes documentation defining who is responsible for accomplishing the task, a timeline and other information to indicate progress toward meeting the requirement. <u>No exceptions</u> to the NC Child Care Rules will be issued by the Division of Child Development and Early Education (DCDEE). The Action Plan should incorporate any action items identified by the DCDEE Regulatory Child Care Consultant and should be aligned with the NC Pre-K Teachers' BK Licensure Professional Development Plans, as applicable, and related to the instructional standards (<u>NC Professional Teaching Standards</u>), that govern classroom instructional practices. If an item is marked "N/A," written clarification needs to be included in the documentation.
- 3. By November 15th of each program year (or within 90 days of when a new site begins participation in the NC Pre-K Program), the site administrator or designee should complete the Site Monitoring Tool, sign/date the Assurance Statement and send an original copy of the completed NC Pre-K Site Monitoring Tool (*Action Plans for items not met must be attached*) to the local NC Pre-K Contract Administrator.

Note - If a designee is assigned, it must be documented in writing and the designee must have the same decisionmaking authority as the site administrator or public school principal.)

Information collected with this tool should be used by the local Contract Administrator to confirm, record and respond to during monitoring visits made by the Division of Child Development and Early Education, Early Education Branch NC Pre-K Program Policy Consultants and Monitoring Compliance Unit staff.

Facility Name:	Facility ID#
NC Pre-K Site Administrator:	
Number of NC Pre-K Classrooms Monitored:	Date(s) of Monitoring Visits:

For your convenience, the site monitoring tool lettering system is intended to correspond with the related section in the <u>NC Pre-K Program</u> <u>Requirements</u>. DCDEE star-rated facilities are required to maintain compliance with the <u>NC Child Care Rules</u>.

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 Application and Enrollment Eligibility	Source	Yes	No	N/A	Plan or clarification
A1. NC Pre-K Site Administrator/School Principal determines eligibility.	written operational policies				If "Yes", then the site administrator/school principal must complete A2 and A3.
<i>Note</i> : The NC Pre-K contracting agency is responsible for verifying child eligibility and determining priority for services skip to F1.					
A2. Child is 4 years of age on or before August 31 st in the year served; not eligible for kindergarten.	 birth certificate or adoption certificate or medical records or family bible 				

A3. Every child's family is determined to be income eligible, or the child meets one of the other eligibility criteria as specified in the NC Pre-K Program Requirements.	 child application with supporting documentation and parent signature and use of income eligibility tables based on verification of family income verification of family income (pay stubs, tax records, etc.) and/or documentation of IEP, chronic health condition, developmental/educational need, homelessness or military status 				
B. NC Pre-K Program Eligibility Scorecard	Source	Yes	No	N/A	Plan or clarification
B1. First step for determining service eligibility is family income, followed by one or more of the child eligibility criteria:	 child application with supporting documentation and family/parent signature and/or 				
 Child has an identified developmental disability, Child has an identified educational need and/or IEP, Child has Limited English Proficiency, Child has chronic health condition(s) and/or Child of eligible military family. 	 documentation of IEP, chronic health condition, developmental/educational need, homelessness or military status 				

F. Children with Unique Needs and Challenging Behaviors	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.	 copy of plan on file copy of the behavior checklist				
F2. Decisions regarding alternative placement for any child with challenging behaviors involve a state level representative from the NC Pre-K Program.	 written documentation of communication, meetings and resolution with state office representatives 				

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 New NC Pre-K Program holds a temporary license with expectation of site obtaining a 4- or 5-star license within six months of issue date. NC Child Care Rule 10A NCAC 09 .3002 	 current facility license or plan for obtaining a 4- or 5-star license 				
B. Official NC Pre-K Day and Year	Source	Yes	No	N/A	Plan or clarification
B1. NC Pre-K Program operates a minimum of a 6.5 hour instructional day.	 classroom schedule or school calendar or operational policies 				

B2. NC Pre-K Program operates 10 months or 36 weeks for 6.5 hours per day of which 5 days may be used for professional development.	 classroom schedule or school calendar or operational policies 				
C. Program Attendance Policy	Source	Yes	No	N/A	Plan or clarification
C1. Procedure established to verify classroom attendance.	class attendance records				
C2. Documentation on file that families were contacted when a child was absent for more than 3 consecutive	 contact logs (i.e., telephone, home visits) or 				
days.	 written letters of notification and/or 				
NC Child Care Rule10A NCAC 09 .3003	written exceptions				
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	 parent handbook or operational policies and 				
by the Committee.	 documentation from NC Pre-K Committee approving meal fees 	•			
D2. Breakfast and/or snacks and lunches served meet USDA requirements.	 copy of menus (at least 1 month) 				
NC Child Care Rule 10A NCAC 09 .0901					
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 eligible child is denied services based on the inability to pay.	 parent handbook or operational policies 	00 0	0 00	00 0	

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 summer months. NC Pre-K funding may not be used for these costs.	 parent handbook or operational policies 				
G. Religious activities	Source	Yes	No	N/A	Plan or clarification
G1. During the NC Pre-K portion of day, NC Pre-K funds are not used to pay for religious worship, instruction/proselytization activities or equipment/supplies for religious worship.	 parent handbook or operational policies 				

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 were conducted within 12 months of 	 copy of each child's health assessment or 				
program entry. NC Child Care Rule10A NCAC 09 .3005	 copy of parent notification letter and 				
If not, parents/families are notified in writing to have the health assessment completed per <u>NC Pre-K Program</u> <u>Requirements, Section 5: A-Child</u> <u>Health Assessments</u>	 written documentation of appointment 				

B. Developmental Screening	Source	Yes	No	N/A	Plan or clarification
 B1. All children are screened within ninety days of the first day of attendance using an approved screening tool. Exception: Child screened at time of application Child has an IEP 	 dated cover sheet of each child's screening or copy of child's IEP 				
C. Early Learning Standards & Curricula	Source	Yes	No	N/A	Plan or clarification
C1. An approved curriculum is used in the NC Pre-K classroom(s) according to the approved curriculum's recommendations.	 lesson plans (at least 1 month) and direct observation 				
NC Child Care Rule10A NCAC 09 .3007					
D. Formative (Instructional) Assessment	Source	Yes	No	N/A	Plan or clarification
D1. Ongoing assessment is conducted according to the approved assessment instrument's recommendations.	 evidence of child's progress documented in accordance with assessment procedures 				
NC Child Care Rule10A NCAC 09 .3008					
E. Staff-to-Child Ratio and Class Size	Source	Yes	No	N/A	Plan or clarification
E1. Class size is 18 children or less.	direct observation andattendance roster				
E2. Staff/Child ratio is 1:9 or less.	 direct observation and attendance roster 				

 E3. Staff/child ratio is 1:18 during rest time. Second staff on premises within calling distance. NC Child Care Rule10A NCAC 09 .3009 	direct observation andattendance roster				
H. Indoor and Outdoor Learning Environment	Source	Yes	No	N/A	Plan or clarification
H1. Both indoor and outdoor environments address curricular objectives by encouraging child-initiated, teacher- supported, active learning experiences.	 log of activities/opportunities/ communications or lesson plans 				
 H2. Teachers arrange for children to be outdoors every day for no less than 45 minutes, weather permitting. <u>NC Child Care Rule 10A NCAC 09 .3002</u> 	 log of activities/ opportunities/ communications 				
I. Family Engagement	Source	Yes	No	N/A	Plan or clarification
 Opportunities for parents and families to be involved in their child's learning and parent education is made available to the extent feasible. 	 log of activities/opportunities/ communications and Sign-in sheets of family involvement 				
NC Child Care Rule10A NCAC 09 .3010					

Section 6: The NC Pre-K Staff

A. Site-Level Administrator Licensure and Credentials	Source	Yes	No	N/A	Plan or clarification
A1. Administrators Public Schools: Hold Principal's License	 copy of principal's license or NCECAC III or written statement from 				
Four- and Five-Star Child Care Centers:	employing entity verifying a copy is in the personnel files or				
Have earned the NCECAC III OR	 DCDEE licensing visit documentation verifying education credentials 				
Hold a Bachelor's Degree in any field with 18 semester hours in early childhood education and child development, and complete six semester hours in child care administration or nine semester hours in business administration or a combination of child care administration and business administration.	or • action plan/letter on file verifying evidence of progress toward NCECAC credential				
OR					
Have provisional approval based on having earned either the NCECAC I or II and are making adequate progress toward earning the NCECAC III					

A2. Administrators of NC Pre-K sites are not serving as the NC Pre-K Lead Teacher or NC Pre-K Teacher Assistant.	assurance statement on file				
 A3. Administrator vacancies do not exceed 12 weeks. <u>NC Child Care Rule10A NCAC 09 .3011</u> 	 assurance statement on file 				
B. Teacher Education, Licensure and Credentials	Source	Yes	No	N/A	Plan or clarification
 B1. Lead Teachers Have earned a BA or BS Degree AND Hold an Initial or Continuing BK License or a clear BK or Pre-K/K Add-on License 	 copy of teacher's license or written statement from employing entity verifying a copy is in the personnel files or 				
OR	NCDPI letter of request for license on file				
Hold an Emergency, Residency, Lateral Entry or Provisional Add-on License with progress towards a clear License.	 OCDEE licensing visit documentation verifying education credentials 				

C. Teacher Assistant Education and Credentials	Source	Yes	No	N/A	Plan or clarification
C1. Teacher Assistants Have earned ECE/CD Associate Degree or a CDA Credential OR Have earned a High school diploma or GED with progress toward completing an Associate Degree in ECD/CD or a CDA Credential. OR Meets the Every Student Succeeds Act (ESSA) exception if employed by a public school site AND has completed at least 6 semester hours in ECE/CD coursework or has at least 2 years work experience in a Pre-K environment.	 copy of degree or CDA or written statement from employing entity verifying a copy is in the personnel files or DCDEE licensing visit documentation verifying education credentials or documentation verifying working towards ECE/CD Associate Degree or CDA 				
NC Child Care Rule10A NCAC 09 .3013 D. Substitute Staff	Source	Yes	No	N/A	Plan or clarification
D1. When a member of the NC Pre-K					Plan or clarification
 D1. When a member of the NC Pre-K teaching staff is unable to work, a substitute staff person is provided to maintain the staff-to-child ratio. Long term substitutes are only in the NC Pre-K classroom for a period to not exceed 12 weeks. 	 substitute log by classroom 				

	[1	
D2. Substitute staff that are in the NC Pre-K classroom for 16 or more	 copy of substitute application or 				
attendance days are at least 18 years of age and meet the following minimum qualifications:	DCDEE compliance summaries verifying education or				
Substitute Lead Teachers hold at least an Associate's Degree in Early Childhood Education/Child Development or a four-year degree in a related field.	 copy of LEA policy 				
Substitute Teacher Assistants are at least 18 years of age and have a minimum of a High School Diploma or a GED.					
Public School Settings: Substitutes also meet the requirements of the substitute policy consistent with the local education agency (LEA)					
NC Child Care Rule10A NCAC 09 .3014					
E. Instructional Staff Standards	Source	Yes	No	N/A	
E1. Instructional staff (Lead Teacher and Teacher Assistant) work directly with children for at least a 32.5-hour week	 classroom schedule or school calendar or operational policies 				
NC Child Care Rule10A NCAC 09 .3015					

G.	Compensation for Instructional Staff	Source	Yes	No	N/A	Plan or clarification
G1.	Lead 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.	 written teacher contracts/ agreements or personnel policies 				
G2	Lead Teachers in <u>nonpublic</u> schools receive compensation packages (salary and benefits) commensurate with compensation provided in local public schools, based on available state and local fiscal resources, per NC Pre-K Requirements:	 written teacher contract/ agreements or personnel policies or NCDPI letter of request for license on file 				
	Teachers have earned a BA or BS Degree AND Hold an Initial or Continuing BK License or a clear BK or Pre-K/K Add-on License OR Hold or are eligible to hold an Emergency, Residency, Lateral Entry or Provisional Add-on License with progress towards a Continuing BK License.					
G3.	Teacher Assistants in <u>nonpublic</u> <u>schools</u> receive compensation packages (salary and benefits) commensurate with compensation provided in local public schools, based on available state and local fiscal resources, per NC Pre-K Requirements.	 written teacher contract/ agreements or personnel policies 				

Section 7: Evaluation and Monitoring

A. ECERS-R Assessments	Source	Yes	No	N/A	Plan or clarification
A1. Classrooms score 5.0 or higher on ECERS-R assessments.	ECERS-R assessment reports				
A2. Improvement plans are developed as needed based on ECERS-R assessment less than 5.0.	 copy of improvement plan 				

Assurance Statement

All NC Pre-K classrooms at this site were	e monitored for SFY 2019-2020 on	(Date)
by excludes the classroom staff and contrac	(Site Administrator or Design	nee who has same decision-making authority, this
excludes the classroom staff and contrac	ting agency staff)	
	(Title)	
As documented on this monitoring tool a <i>Requirements and Guidance</i>	and submitted to the local NC Pre-K Contractor in acc	cordance with the 2019-2020 NC Pre-K Program
	(Print to Sign)	
Site Administrator or *Designee Signatur		Date
*The Site Designee must have the same	authority for operating the program/school as the Site	e Administrator
ocal Contractor Validation The local NC Pre-K site has been visited	and monitored for SFY 2019-2020 on	(Date)
by	(NC Pre-K contract agency st	aff)
	(Title)	
-	plans for achieving compliance are in place. Addition hade, as needed, to document compliance.	nal follow-up (visits, email communication,
	(Print to Sign)	
NC Pre-K Contractor Monitor Signature		Date