

2020-2021 NC Pre-K Site Monitoring Tool Checklist

Site: _____ Date: _____

Site Director/Owner: _____

- 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 & October)
- 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 one months (September, October or November)
- Remote Learning Requirements
 - ✓ Activity samples (remote moment recordings, materials shared with families, etc.) or Family communications & activities log
 - ✓ Written documentation showing date and content of Family Check
 - ✓ Contact logs (i.e., telephone, home visits) or written letters of notification
- 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
- ECERS-R Self-Assessment signed and dated by the Director and teacher
- Copy of improvement plan (If Applicable)

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Site: _____

Director/Designee Signature: _____ **Date Submitted:** _____

PFC Staff Signature: _____ **Date Received:** _____

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