

2020-2021 NC Pre-K Site Monitoring Tool Checklist

Site: _____

Date: _____

Site Administrator: _____

- NC Pre-K Site Monitoring Tool
 - Complete all areas of the monitoring tool that apply
- Operational Policies
 - Submit only if changes have been made since previous year
 - Submit COVID-19 addendum
- Classroom Schedule and School Calendar for current school year
- Classroom Attendance Roster for September, October or November
 - Signed copy of attendance obtained from NC Pre-K Kids
- Contact Log/Home Visits
 - All contact made with parents especially if a child is absent 3 days or more
- Parent Handbook
 - Submit only if changes have been made since previous year
 - Submit COVID-19 addendum
- Menu for at least one month (September, October or November)
- 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 (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
- Health Assessment
 - All health assessment dates entered and completed in NC Pre-K Kids
 - Submit copy of each child's health assessment
- Developmental Screening
 - All developmental screening dates entered and completed in NC Pre-K Kids
 - Submit copy of each child's developmental screening cover sheet (Information Summary page)
- 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) (if applicable)
- Written teacher contracts/agreements
- Last ECERS-R assessment report (if applicable)
- ECERS-R Self-Assessment signed and dated by the Director and teacher
- Improvement Plan (if applicable)

Site Administrator/Designee Print Name

PFC Staff Print Name

Signature

Date

Signature

Date Received