

2022-2023 NC Pre-K Site Monitoring Tool Checklist

The 2022-2023 NC Pre-K Site Monitoring Tool, including required documentations and Actions Plans for items not met, is due to the local NC Pre-K Contract Administrator by Friday, November 11, 2022. Original or scanned Site Monitoring Tool can be submitted to via email to ncprek@ccpfc.org or 351 Wagoner Drive, Fayetteville, NC 28303.

Site: _____

Date: _____

- NC Pre-K Site Monitoring Tool
 - Complete all areas of the monitoring tool that apply
- Operational Policies (Section 4:B1,B2)
 - Submit only if changes have been made since previous year
 - Submit COVID-19 addendum
- Parent Handbook (Section 4:B1,B2)
 - Submit only if changes have been made since previous year
 - Submit COVID-19 addendum
- Center/School Calendar and Classroom Schedule for current school year (Section 4:B1,B2)
- Health Assessment (Section 5:A1)
 - All health assessment dates entered and completed in NC Pre-K Kids
 - Each child's Health Assessments will be reviewed at NC Pre-K Site
- Developmental Screening (Section 5:B1)
 - All developmental screening dates entered and completed in NC Pre-K Kids
 - Each child's developmental screening cover sheet (Information Summary page) will be reviewed at NC Pre-K Site
- Lesson Plan at least one months (October 2021) (Section 5:C1)
- Formative Instructional Assessment - Creative Curriculum TS Gold (Section 5:D1, D2)
 - All programs are required to use the on-line version
- Classroom Attendance Roster for the month of October 2021(Section 5:E1, E2, G1)
 - Classroom Attendance Sheet signed and dated by Teacher and Administrator
- Family Engagement Plan and Log planned events for the year (Section 5:I1,I2, I3)
- Contact Log/Home Visits (Section 5:I1,I2, I3)
 - All contact made with parents especially if a child is absent 3 days or more
- Program's Transition Plan for the current school year
- Assurance Statement Ready Rosie (NC Child Care Rule 10A NCSC 09.3011) (Section 6:A2, A2)
- Substitute Log by classroom (DCDEE compliance summaries verifying education)) (Section 6:D1, D2) (if applicable)
- Written teacher contracts/agreements (Section 6:E1)
- ECERS-R Assessment Report (Section 7:A1) (if applicable)
- Improvement Plan (Section 7:A2) (if applicable)
- ECERS-R Self-Assessment signed and dated by the Director and teacher

Print Site Admin/Designee Name

Signature

Date

Print PFC Staff Name

Signature

Date