

NC Pre-K Site Monitoring Tool Checklist

SFY: 2024-2025

Name of Site: _____

The 2024-2025 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 Thursday, October 31, 2024. Original or scanned Site Monitoring Tool can be submitted to via email to ncprek@ccpfc.org or 351 Wagoner Drive, Fayetteville, NC 28303.

- 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 (September 2023) (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 September 2023 (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)
- Remote Learning: NC Pre-K classrooms provided remote learning services to ALL children for 1 or more weeks. (if applicable)
- 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

Site Admin/Designee Name (print)	Signature	Date
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