

2024-2025 NC Pre-K Site Monitoring Tool Checklist

The **2024-2025 NC Pre-K Site Monitoring Tool**, including required documentations and Actions Plans for items not met, is due to the **Partnership for Children of Cumberland County's NC Pre-K Unit by Friday, October 25, 2024**. The original or scanned Site Monitoring Tool can be submitted 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 (September or October) (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 or October (Section 5: E1, E2, G1)
 - Classroom Attendance Sheet signed and dated by Teacher and Administrator
- NC Pre-K Site's 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
- NC Pre-K Site'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)
- Most recent **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 teachers
- Remote Learning Requirements** (Section 7A, 7B, 7C) (If Applicable) This section must be completed if any NC Pre-K classrooms provided remote learning services to ALL children for 1 or more weeks. REFER TO ALL REQUIRED SOURCES (Must Be Submitted)

Site Admin/Designee's Signature

Date Completed

Date of Site Visit

NC Pre-K Staff's Signature

Date Received

Date of Site Visit