

2024- 25 NC Pre-K Program Monitoring Timeline

Local NC Pre-K Contractors should conduct ongoing monitoring visits throughout the year, not limited to the schedule listed below.

When	What	Who
By October 31st	<p>Local NC Pre-K sites complete all items related to the NC Pre-K Site Monitoring Tool, including action plans and timelines, as applicable and submit the original Site Monitoring Tool to the local Contract Administrator by October 31st. A copy of the Site Monitoring Tool should be maintained on file at the NC Pre-K site for review, as needed, by DCDEE NC Pre-K staff.</p> <p>(New sites and/or classrooms started after October 1st, should complete a Site Monitoring Tool and submit within 90 days of the first attendance day.)</p> <p>*All child developmental screenings not completed by October 31st, should be noted in the action plan.</p>	NC Pre-K Site Administrator (or designee) (site director or public school principal)
October 31st through January 15th	<p>Contractors must conduct on-site visits or virtual/desktop reviews for all local NC Pre-K Program sites/classrooms. The Site Monitoring Tool should be discussed and validated by the local Contractor during these visits. Schedule follow-up visits as needed.</p> <p>Contractors should complete all items related to the NC Pre-K Site Monitoring Tool, including action plans and timelines, as applicable by January 15th.</p>	Local NC Pre-K Contract Administrator (or designee)
By November 15th	Contractors complete the electronic survey for the NC Pre-K Fiscal and Programmatic Monitoring Worksheet to include explanations for compliance and Contract Administrator’s signature and submit to DCDEE by November 15 th .	Local NC Pre-K Contract Administrator (or designee)
December through April	The NC Pre-K Fiscal and Programmatic Monitoring Worksheet and supporting documentation will be reviewed by the DCDEE Administration Section Staff . Selected contracting agencies will be contacted to conduct monitoring between December and April.	DCDEE Administration Section Staff
December through April	The NC Pre-K Fiscal and Programmatic Monitoring Worksheet and supporting documentation will be reviewed by the DCDEE NC Pre-K Program Policy Consultants . Guidance/ technical assistance will be provided as needed through on-site visits/calls between December and April .	DCDEE NC Pre-K Program Policy Consultants
By June 30th	DCDEE Administration Section Staff will send out formal close-out letters by June 30 th to contracting agencies that were selected for monitoring. The formal letter will provide details of the monitoring, including any findings that may require corrective action.	DCDEE Administration Section Staff

NOTE: DCDEE Child Care Consultants conduct annual compliance visits to NC Pre-K Programs using the **NC Child Care Rules**, including **Rule .3000-NC Pre-Kindergarten Services**. These visits may occur at any time during the program year.