

North Carolina Pre-Kindergarten Program (NC Pre-K) Site Monitoring Tool State Fiscal Year (SFY) 2017-2018

The NC Pre-K Site Monitoring Tool is a checklist used to monitor site information annually for both public schools and private programs. This tool should serve as a summary of all information for NC Pre-K classrooms located at this site. After initial monitoring, any components that require further attention should be monitored again within the same school year. Regular, systematic and focused supervision of NC Pre-K Programs, through use of the Site Monitoring Tool, [NC Child Care Rule .3000 NC Pre-Kindergarten Services](#) and the [2017-18 NC Pre-K Program Requirements](#) will ensure that sound, high-quality and appropriate services are implemented and maintained for the NC Pre-K Program.

Results from the Site Monitoring Tool and DCDEE compliance visits should be used to ensure uniformity across programs and to develop local county/regional plans. The NC Child Care Rules are used by Regulatory Child Care Consultants to monitor NC Pre-K sites/classrooms. The NC Pre-K Program Requirements (policy/guidance) are used by the NC Pre-K Program Policy Consultants to guide local NC Pre-K Contracting Agencies and Committees about appropriate operating practices.

Instructions

1. Each site administrator or designee must monitor its own program and classrooms on a regular basis using the NC Pre-K Site Monitoring Tool, [NC Pre-K Program Requirements](#) and the [NC Child Care Rule .3000 NC Pre-Kindergarten Services](#).
2. When an NC Pre-K Program Requirement and/or NC Child Care Rule has not been met, each site should establish a written Action Plan to meet compliance that includes documentation defining who is responsible for accomplishing the task, a timeline and other information to indicate progress toward meeting the requirement. No exceptions to the NC Child Care Rules will be issued by the Division of Child Development and Early Education (DCDEE). The Action Plan should incorporate any action items identified by the DCDEE Regulatory Child Care Consultant and should be aligned with the NC Pre-K Teachers' BK Licensure Professional Development Plans, as applicable, and related to the instructional standards ([NC Professional Teaching Standards](#)), that govern classroom instructional practices. If an item is marked "N/A," written clarification needs to be included in the documentation.
3. By November 15th of each program year (or within 90 days of when a new site begins participation in the NC Pre-K Program), the site administrator or designee should complete the Site Monitoring Tool, sign/date the Assurance Statement and send an original copy of the completed NC Pre-K Site Monitoring Tool (*Action Plans for items not met must be attached*) to the local NC Pre-K Contract Administrator.

Note - If a designee is assigned, it must be documented in writing and the designee must have the same decision-making authority as site administrator or public school principal.)

Information collected with this tool should be used by the local Contract Administrator to confirm, record and respond to during monitoring visits made by the Division of Child Development and Early Education, Early Education Branch NC Pre-K Program Policy Consultants and Monitoring Compliance Unit staff.

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Facility Name: _____ Facility ID# _____
 NC Pre-K Site Administrator: _____
 Number of NC Pre-K Classrooms Monitored: _____ Date(s) of Monitoring Visits: _____

For your convenience, the site monitoring tool lettering system is intended to correspond with the related section in the [NC Pre-K Program Requirements](#). DCDEE star-rated facilities are required to maintain compliance with the [NC Child Care Rules](#).

Section 3: The NC Pre-K Child (The local Contract Administrator will verify compliance with items in Section 3 during the site visit.)

A. NC Pre-K Child Application and Enrollment Eligibility	Source	Yes	No	N/A	Plan or clarification
A1. NC Pre-K Site Administrator/School Principal determines eligibility. <i>Note:</i> The NC Pre-K contracting agency is responsibility for verifying child eligibility and determining priority for services.	<ul style="list-style-type: none"> • written operational policies 	<input type="checkbox"/>	<input type="checkbox"/>		If “Yes”, then site the administrator/school principal must complete A2 and A3.
A2. Child is 4 years of age on or before August 31 st in the year served; not eligible for kindergarten.	<ul style="list-style-type: none"> • birth certificate or • adoption certificate or • medical records or • family bible 	<input type="checkbox"/>	<input type="checkbox"/>		

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<p>A3. Every child’s family is determined to be income eligible, or the child meets one of the other eligibility criteria as specified in the NC Pre-K Program Requirements.</p>	<ul style="list-style-type: none"> child application with supporting documentation and parent signature and use of income eligibility tables based on verification of family income verification of family income (pay stubs, tax records, etc.) and/or documentation of IEP, chronic health condition, developmental/educational need, homelessness or military status 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<p>B. NC Pre-K Program Eligibility Scorecard</p>	<p>Source</p>	<p>Yes</p>	<p>No</p>	<p>N/A</p>	<p>Plan or clarification</p>
<p>B1. First step for determining service eligibility is family income, followed by one or more of the child eligibility criteria:</p> <ul style="list-style-type: none"> Child has an identified developmental disability, Child has an identified educational need and/or IEP, Child has Limited English Proficiency, Child has chronic health condition(s) and/or Child of eligible military family. 	<ul style="list-style-type: none"> child application with supporting documentation and family/parent signature and/or documentation of IEP, chronic health condition, developmental/educational need, homelessness or military status 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

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F. Children with Unique Needs and Challenging Behaviors	Source	Yes	No	N/A	Plan or clarification
F1. If alternative placement has been considered for any child with challenging behaviors, a written plan is on file that documents efforts to maintain enrollment.	<ul style="list-style-type: none"> • copy of plan on file • copy of the behavior checklist 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F2. Decisions regarding alternative placement for any child with challenging behaviors involves a state level representative from the NC Pre-K Program.	<ul style="list-style-type: none"> • written documentation of communication, meetings and resolution with state office representatives 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section 4: The NC Pre-K Site

A. Facility Requirements	Source	Yes	No	N/A	Plan or clarification
<p>A1. NC Pre-K Program holds a 4- or 5-star license.</p> <p>OR</p> <p>New NC Pre-K Program holds a temporary license with expectation of site obtaining a 4- or 5-star license within six months of issue date.</p> <p>NC Child Care Rule 10A NCAC 09 .3002</p>	<ul style="list-style-type: none"> • current facility license or • plan for obtaining a 4- or 5-star license 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Official NC Pre-K Day and Year	Source	Yes	No	N/A	Plan or clarification

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B1. NC Pre-K Program operates a minimum of a 6.5 hour instructional day.	<ul style="list-style-type: none"> classroom schedule or school calendar or operational policies 	<input type="checkbox"/>	<input type="checkbox"/>		
B2. NC Pre-K Program operates 10 months or 36 weeks for 6.5 hours per day of which 5 days may be used for professional development.	<ul style="list-style-type: none"> classroom schedule or school calendar or operational policies 	<input type="checkbox"/>	<input type="checkbox"/>		
C. Program Attendance Policy	Source	Yes	No	N/A	Plan or clarification
C1. Procedure established to verify classroom attendance.	<ul style="list-style-type: none"> class attendance records 	<input type="checkbox"/>	<input type="checkbox"/>		
C2. Documentation on file that families were contacted when a child was absent for more than 3 consecutive days. NC Child Care Rule10A NCAC 09 .3003	<ul style="list-style-type: none"> contact logs (i.e., telephone, home visits) or written letters of notification and/or written exceptions 	<input type="checkbox"/>	<input type="checkbox"/>		
D. Nutrition	Source	Yes	No	N/A	Plan or clarification
D1. Fees are charged for meals only when children do not qualify for free/reduced priced meals and only after approval by the Committee.	<ul style="list-style-type: none"> parent handbook or operational policies and documentation from NC Pre-K Committee approving meal fees 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D2. Breakfast and/or snacks and lunches served meet USDA requirements.	<ul style="list-style-type: none"> copy of menus (at least 1 month) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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NC Child Care Rule 10A NCAC 09 .0901					
E. Transportation	Source	Yes	No	N/A	Plan or clarification
E1. Transportation fees are charged only after all other options have been exhausted and no eligible child is denied services based on the inability to pay.	<ul style="list-style-type: none"> • parent handbook or • operational policies and • documentation from NC Pre-K Committee approving transportation fees 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
F. Wrap-around services	Source	Yes	No	N/A	Plan or clarification
F1. Families may be charged for the cost of wraparound services provided before or after the regular school day, during holidays or summer months. NC Pre-K funding may not be used for these costs.	<ul style="list-style-type: none"> • parent handbook or • operational policies 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
G. Religious activities	Source	Yes	No	N/A	Plan or clarification
G1. During the NC Pre-K portion of day, NC Pre-K funds are not used to pay for religious worship, instruction/proselytization activities or equipment/supplies for religious worship.	<ul style="list-style-type: none"> • parent handbook or • operational policies 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

Section 5: The NC Pre-K Classroom

A. Child Health Assessment	Source	Yes	No	N/A	Plan or clarification
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<p>A1. Health assessments are on file within 30 days of the child’s enrollment and were conducted within 12 months of program entry.</p> <p>NC Child Care Rule10A NCAC 09 .3005</p> <p>If not, parents/families are notified in writing to have the health assessment completed per NC Pre-K Program Requirements, Section 5: A-Child Health Assessments</p>	<ul style="list-style-type: none"> • copy of each child’s health assessment or • copy of parent notification letter and • written documentation of appointment 	<input type="checkbox"/>	<input type="checkbox"/>		
B. Developmental Screening	Source	Yes	No	N/A	Plan or clarification
<p>B1. All children are screened within ninety days of the first day of attendance using an approved screening tool.</p> <p>Exception:</p> <ol style="list-style-type: none"> 1. Child screened at time of application 2. Child has an IEP <p>NC Child Care Rule10A NCAC 09 .3006</p>	<ul style="list-style-type: none"> • dated cover sheet of each child’s screening or • copy of child’s IEP 	<input type="checkbox"/>	<input type="checkbox"/>		
C. Early Learning Standards & Curricula	Source	Yes	No	N/A	Plan or clarification
<p>C1. An approved curriculum is used in the NC Pre-K classroom(s) according to the approved curriculum’s recommendations.</p> <p>NC Child Care Rule10A NCAC 09 .3007</p>	<ul style="list-style-type: none"> • lesson plans (at least 1 month) and • direct observation 	<input type="checkbox"/>	<input type="checkbox"/>		
D. Formative (Instructional) Assessment	Source	Yes	No	N/A	Plan or clarification

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D1. Ongoing assessment is conducted according to the approved assessment instrument's recommendations. NC Child Care Rule10A NCAC 09 .3008	<ul style="list-style-type: none"> evidence of child's progress documented in accordance with assessment procedures 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. Staff-to-Child Ratio and Class Size	Source	Yes	No	N/A	Plan or clarification
E1. Class size is 18 children or less.	<ul style="list-style-type: none"> direct observation and attendance roster 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
E2. Staff/Child ratio is 1:9 or less.	<ul style="list-style-type: none"> direct observation and attendance roster 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
E3. Staff/child ratio is 1:18 during rest time. Second staff on premises within calling distance. NC Child Care Rule10A NCAC 09 .3009	<ul style="list-style-type: none"> direct observation and attendance roster 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
H. Indoor and Outdoor Learning Environment	Source	Yes	No	N/A	Plan or clarification
H1. Both indoor and outdoor environments address curricular objectives by encouraging child-initiated, teacher-supported, active learning experiences.	<ul style="list-style-type: none"> log of activities/opportunities/communications or lesson plans 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
H2. Teachers arrange for children to be outdoors every day for a minimum of one hour, weather permitting.	<ul style="list-style-type: none"> log of activities/ opportunities/communications 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I. Family Engagement	Source	Yes	No	N/A	Plan or clarification

<p>11. Opportunities for parents and families to be involved in their child’s learning and parent education is made available to the extent feasible.</p> <p>NC Child Care Rule10A NCAC 09 .3010</p>	<ul style="list-style-type: none"> log of activities/opportunities/communications 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Section 6: The NC Pre-K Staff

A. Site-Level Administrator Licensure and Credentials	Source	Yes	No	N/A	Plan or clarification
<p>A1. Administrators Public Schools: Hold Principal’s License Four- and Five-Star Child Care Centers: Have earned the NCECAC III OR Have provisional approval based on having earned either the NCECAC I or II and are making adequate progress toward earning the NCECAC III</p>	<ul style="list-style-type: none"> copy of principal’s license or NCECAC III or written statement from employing entity verifying a copy is in the personnel files or DCDEE licensing visit documentation verifying education credentials or action plan/letter on file verifying evidence of progress toward NCECAC credential 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<p>A2. Administrators of NC Pre-K sites are not serving as the NC Pre-K Lead Teacher or NC Pre-K Teacher Assistant.</p>	<ul style="list-style-type: none"> assurance statement on file 	<input type="checkbox"/>	<input type="checkbox"/>		

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<p>A3. Administrator vacancies do not exceed 12 weeks.</p> <p>NC Child Care Rule10A NCAC 09 .3011</p>	<ul style="list-style-type: none"> assurance statement on file 	<input type="checkbox"/>	<input type="checkbox"/>		
B. Teacher Education, Licensure and Credentials	Source	Yes	No	N/A	Plan or clarification
<p>B1. Lead Teachers Have earned a BA or BS Degree AND Hold a B-K or Preschool Add-on License OR Hold a Lateral Entry or Provisional License with progress towards B-K Licensure.</p> <p>NC Child Care Rule10A NCAC 09 .3012</p>	<ul style="list-style-type: none"> copy of teacher's license or written statement from employing entity verifying a copy is in the personnel files NC Pre-K EESLPD Unit's NCDPI letter of request for license on file or DCDEE licensing visit documentation verifying education credentials 	<input type="checkbox"/>	<input type="checkbox"/>		
C. Teacher Assistant Education and Credentials	Source	Yes	No	N/A	Plan or clarification

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<p>C1. Teacher Assistants Have earned ECE/CD Associate Degree or a CDA Credential OR Have earned a High school diploma or GED with progress toward completing an Associate Degree in ECD/CD or a CDA Credential. OR Meets the NCLB exception if employed by a public school site AND has completed at least 6 semester hours in ECE/CD coursework or has at least 2 years work experience in a Pre-K environment.</p> <p>NC Child Care Rule10A NCAC 09 .3013</p>	<ul style="list-style-type: none"> • copy of degree or CDA or • written statement from employing entity verifying a copy is in the personnel files or • DCDEE licensing visit documentation verifying education credentials or • documentation verifying working towards ECE/CD Associate Degree or CDA 	<input type="checkbox"/>	<input type="checkbox"/>		
D. Substitute Staff	Source	Yes	No	N/A	Plan or clarification
<p>D1. When a member of the NC Pre-K teaching staff is unable to work, a substitute staff person is provided to maintain the staff-to-child ratio.</p> <p>Long term substitutes are only in the NC Pre-K classroom for a period to not exceed 12 weeks.</p>	<ul style="list-style-type: none"> • substitute log by classroom 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>D2. Substitute staff that are in the NC Pre-K classroom for 16 or more attendance days are at least 18 years of age and meet the following minimum qualifications: Substitute Lead Teachers hold at least an Associate's Degree in Early Childhood Education/Child Development or a four-year degree in a related field. Substitute Teacher Assistants are at least 18 years of age and have a minimum of a High School Diploma or a GED. Public School Settings: Substitutes also meet the requirements of the substitute policy consistent with the local education agency (LEA)</p> <p>NC Child Care Rule10A NCAC 09 .3014</p>	<ul style="list-style-type: none"> • copy of substitute application or • DCDEE compliance summaries verifying education or • copy of LEA policy 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
E. Instructional Staff Standards	Source	Yes	No	N/A	
<p>E1. Instructional staff (Lead Teacher and Teacher Assistant) work directly with children for at least a 32.5-hour week</p> <p>NC Child Care Rule10A NCAC 09 .3015</p>	<ul style="list-style-type: none"> • classroom schedule or • school calendar or • operational policies 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		

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G. Compensation for Instructional Staff	Source	Yes	No	N/A	Plan or clarification
<p>G1. Lead Teachers and Teacher Assistants in public schools are paid on the State Salary Schedules and receive health and retirement benefits offered by the N.C. State Health Plan and N.C. State Retirement System.</p>	<ul style="list-style-type: none"> • written teacher contracts/ agreements or • personnel policies 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>G2. Lead Teachers in <u>nonpublic</u> schools receive compensation packages commensurate with compensation provided in local public schools, based on available state and local fiscal resources, per NC Pre-K Requirements:</p> <ul style="list-style-type: none"> • Teachers are fully or provisionally licensed (B-K or Pre-school Add-on License) • Teachers have earned a BA/BS Degree and hold or are eligible to hold a B-K Lateral Entry License 	<ul style="list-style-type: none"> • written teacher contract/ agreements or • personnel policies or • NC Pre-K EESLPD Unit's NCDPI letter of request for license on file 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>G3. Teacher Assistants in <u>nonpublic schools</u> receive compensation packages commensurate with compensation provided in local public schools, based on available state and local fiscal resources, per NC Pre-K Requirements.</p>	<ul style="list-style-type: none"> • written teacher contract/ agreements or • personnel policies 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section 7: Evaluation and Monitoring

A. ECERS-R Assessments	Source	Yes	No	N/A	Plan or clarification
A1. Classrooms score at least 5.0 on ECERS-R assessments.	<ul style="list-style-type: none"> • ECERS-R assessment reports 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A2. Improvement plans are developed as needed based on ECERS-R assessment.	<ul style="list-style-type: none"> • copy of improvement plan 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Assurance Statement

All NC Pre-K classrooms at this site were monitored for SFY 2017-18 on _____ (Date)

by _____ (Site Administrator or Designee, this excludes the classroom staff and contracting agency staff)

_____(Title)

As documented on this monitoring tool and submitted to the local NC Pre-K Contractor in accordance with the *2017-18 NC Pre-K Program Requirements and Guidance*

Site Administrator or *Designee Signature

Date

*The Site Designee must have the same authority for operating the program/school as the Site Administrator

Local Contractor Validation

The local NC Pre-K site has been visited and monitored for SFY 2017-18 on _____ (Date)

by _____ (NC Pre-K contract agency staff)

_____(Title)

All requirements have been met or plans for achieving compliance are in place. Additional follow-up (visits, email communication, telephone technical assistance) will be made, as needed, to document compliance.

NC Pre-K Contractor Monitor Signature

Date