

 Policy #: A-6	Effective Date: 9/8/98	Page #: 1 of 11
Ref #: 1304.51(i)(2)	Policy Council Approval Date: 8/28/07	Revision Date: 4/12/07, 1/11/08,

COMPONENT: ADMINISTRATION

SUBJECT: PROCEDURES FOR MONITORING CLASSROOMS

PERFORMANCE OBJECTIVE: It is the responsibility of each manager to frequent the centers. The Education Manager will be the liaison between central office and each center. **Managers or designee** will be expected to monitor and perform all assessments of the center during visitation. When a substitute is needed, Family Service Workers, Center Coordinator, or the Head Start Director will be used to conduct monitoring and assessment to ensure compliance of each service area.

Monitoring/assessment checklists **are to be completed the first week of each month**. The receptionist will pull the monitoring/assessment checklists forms that have been designated for the managers to complete at their monthly visit. By using that manager’s checklist, the agency will be able to improve and conform to the Performance Standards necessary to be in compliance. Assessments to be completed:

COMPONENTS:

- | | |
|--------------------|---|
| Facilities | Education |
| Transition | Transportation (one per complex) |
| Mental Health | Administration |
| Parent Involvement | Nutrition |
| Disabilities | Playground (one per complex) |
| Health | Classroom Assessment/Tracking Form |
| Social Services | |

Although some Centers may have an overlapping of visitation by more than one manager due to a special need or concern during that week, efforts will be made to schedule each visit to prepare in advance (monthly) the schedule of monitoring and visitation.

The monitoring/assessment checklist will be signed and dated by the Lead Teacher, after having the opportunity to read and comment if necessary. Signature on monitoring/assessment checklist does not constitute agreement of assessment.

Once the monitoring/assessment checklist is completed and given to the receptionist for documenting completion, the receptionist will distribute the monitoring/assessment checklist to the appropriate manager. Once evaluated and corrections, if needed, are completed and documented the

monitoring/assessment checklist will be given to the Director for re-evaluation and signature. The monitoring/assessment checklist will be marked as completed by the receptionist and put into a binder. Any items not in compliance will be discussed and corrected.

On occasion, a manager may wish to ask a Parent Volunteer to assess the Center. It is understood that in the event a volunteer is given the assessment checklist, any items pertaining to the assessment of confidential files or information concerning children will be given to the supervising manager to complete. Volunteers do not have access to confidential files.

CENTER

MONTH OF/DAY/TIME

PARENT INVOLVEMENT ASSESSMENT CHECKLIST

Y = In Compliance

N = Not in Compliance

Y N

Does the center have a welcoming feeling and appearance?

Are volunteers at work in the center in jobs other than janitorial?

Are the Resource Manual and Parent Handbook displayed on the Parent Board?

Is a Parent Volunteer sheet available at the front of the classroom?

Is a current parent newsletter posted?

Is the Parent Board updated weekly or as needed?

Is there evidence of parent contributions to the curriculum?

Are up-to-date Parent Committee and Policy Council minutes posted on the Parent Board?

Are any of the staff at this location current or former parents?

SOCIAL SERVICE ASSESSMENT CHECKLIST

Are recruitment materials available?

Is center staff informed on the child abuse/neglect reporting procedure?

Is center staff aware of community services and resources available in their area?

Are teachers talking about children or families openly?

Is family service staff being called when a child has three or more consecutive days of absences or irregular attendance?

Are absences being documented on attendance report?

Is central office being notified the same day that a child is sent home due to illness?

ADMINISTRATION ASSESSMENT CHECKLIST

Is Policy Council paperwork organized neatly in the designated book?

Is the prior month's Policy Council paperwork stored in the book?

Are current job openings posted on the Parent Board?

COMPUTER

Is the computer dusted and clean?

Is the computer easily accessible to the parents?

Can you easily connect to e-mail?

Is staff checking their e-mail daily?

Can staff connect easily to the Internet?

Is the Information Technology Manager notified when there is a problem (Computer/Center Maintenance form sent to Central Office)?

Has staff been offered training to access e-mail and connect to the Internet?

Are the observation cameras recording the classroom activities?

CENTER

MONTH OF/DAY/TIME**PLAYGROUND ASSESSMENT CHECKLIST****Y = In Compliance****N = Not in Compliance**

Y	N	
_____	_____	Are playgrounds designed, installed, and inspected with safety in mind?
_____	_____	Does the playground pose a threat of serious falls, pinching, crushing or body/clothing entrapment?
_____	_____	Is playground equipment securely anchored?
_____	_____	Is playground equipment installed over shock absorbing materials?
_____	_____	Does playground equipment have proper clearance from other equipment and structures?
_____	_____	Are there a variety of outdoor surfaces?
_____	_____	Does the playground have riding, climbing, balancing and digging equipment?
_____	_____	Is playground arranged so that overcrowding is avoided?
_____	_____	Are there separate areas for throwing, kicking, climbing, digging, etc.?
_____	_____	Is there 75 sq. ft. of usable space per child?
_____	_____	Is playground free of glass, stones, sharp objects, standing water, poisonous plants, high grass, and ice/snow?
_____	_____	Is there a daily playground check being conducted?
_____	_____	Are fences installed to separate play areas from traffic or other hazards?
_____	_____	Are fences free of holes or other damage?
_____	_____	Is moving equipment located so as to prevent children from running into its path?
_____	_____	Are fences and gates closed and fastened?
_____	_____	Are there padded mats under swings and slides and are they covered with mulch?
_____	_____	Is staff located in the bike area at all times when children are present?
_____	_____	Is the bike area free of objects or debris?
_____	_____	Are the children riding bicycles? Do they have helmets on?
_____	_____	Has the mulch been evenly distributed over the playground?

TRANSPORTATION ASSESSMENT CHECKLIST

_____	Are bus logs/pre-trip/post-trip inspections sent in weekly?
_____	Are bus logs being completed daily, and is someone other than the driver checking the bus?
_____	Is there a bus monitor on the bus?
_____	Are weight appropriate child restraint seats being used for all children?
_____	Does the bus driver pre-trip/post-trip the school bus prior to operating/parking the bus?
_____	Are pre-trip/post-trip logs filled out daily?
_____	Are bus evacuation drills being conducted once a month and logs sent in monthly?
_____	Are bus evacuation drills kept current on emergency board?
_____	Is the bus kept clean at all times?
_____	Are the windows, mirrors, and lights kept clean?
_____	Are agency vehicle logs sent in to the central office monthly/weekly?
_____	Is the first aid kit, spill kit, seat belt cutter, fire extinguisher and emergency flares properly labeled on the bus?

CENTER

MONTH OF/DAY/TIME

FACILITIES ASSESSMENT CHECKLIST

Y = In Compliance

N = Not in Compliance

Y N

- Are walls, ceilings and roof free of cracks, holes and peeling paint?
Are floors throughout free of cracks holes and clean?
Is the appearance of the overall classroom neat and clean?
Are there water leaks or running toilets?
Can bookcases and shelves be overturned by children?
Are medications, cleaning supplies and potential poisons to prevent access by children stored under lock and key?
Do electrical outlets have child protective covers on them?
Is garbage/trash kept in labeled, plastic-lined, covered containers inaccessible to children and trash cans kept clean?
Have fire extinguishers been inspected, serviced and tagged within the last year?
Have fire and evacuation drills been conducted monthly?
Are open flamed heaters used?

TEACHER'S COMMENTS:
[Empty lines for text entry]

CORRECTION/FOLLOW UP PLAN:
[Empty lines for text entry]

Assessing Staff Member Date

Lead Teacher Date

Component Manager Date

Director Date

