

 Policy #: A-6	Effective Date: 9/8/98	Page #: 1 of 4
Ref #: 1304.51(i)(2)	Policy Council Approval Date: 8/28/07, 2/24/09	Revision Date: 4/12/07, 1/11/08, 2/24/09

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 all components during the visit.

Monthly component checklists **are to be completed by the 15th of each month. Managers will be responsible for obtaining and completing the appropriate forms. By using the monthly component checklist the agency will be able to ensure that the Performance Standards and other regulations are adhered to.**

Components to be monitored:

**Parent Involvement/Social Services
Administration/Computer
Playground (one per complex)
Transportation (one per complex)**

**Facilities
Health/Mental Health/Disabilities
Nutrition
Education**

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

Once the monthly component checklist is completed it will be given to the receptionist for forwarding. The receptionist will distribute the completed checklist to the appropriate manager if corrections are needed. If corrections are not necessary, the receptionist will present the checklist at the weekly management meeting prior to the end of the corresponding month for signatures. Once evaluated, with a correction plan complete and attached, the checklist will be returned to the receptionist for further forwarding. Once all managers have signed off on the checklist, it will be given to the Director for re-evaluation and signatures. The checklist will then be returned to the receptionist, who will mark it as complete and file it into the designated binder.

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.

HIGHLAND RIM HEAD START

MONTHLY COMPONENT CHECKLIST

Center:		Month of:			
PARENT INVOLVEMENT/SOCIAL SERVICES					
	Yes	No		Yes	No
Does the center have a welcoming feeling and appearance?	Yes	No	Are the Resource Manual and Parent Handbook displayed on the parent board?	Yes	No
Is a parent volunteer sheet available at the front of the classroom?	Yes	No	Is a current parent newsletter posted?	Yes	No
Are recruitment materials available?	Yes	No	Are absences being documented on the attendance sheet?	Yes	No
Are up to date Parent Committee minutes posted on the parent board?	Yes	No	Is the "Keeping Kids Safe" documentation up to date?	Yes	No
Correction plan:					
Manager signature:					
ADMINISTRATION/COMPUTER					
Is Policy Council paperwork up to date and organized neatly in the designated book?	Yes	No	Are current job openings posted on the parent board?	Yes	No
Is the computer area clean and dusted?	Yes	No	Is the computer easily accessible to parents?	Yes	No
Can you easily connect to email?	Yes	No	Are staff checking their email daily?	Yes	No
Can staff connect easily to the internet?	Yes	No	Have staff been offered training to access email and connect to the internet?	Yes	No
Are the observation cameras recording the classroom activities?	Yes	No	Are staff members wearing their identification badges?	Yes	No
Correction plan:					
Manager signature:					
PLAYGROUND					
Is the playground free of dangers such as serious falls, pinching, crushing, or body/ clothing entrapment?	Yes	No	Is playground free of glass, stone, sharp objects, standing water, poisonous plants, and high grass?	Yes	No
Is the playground checklist being conducted daily?	Yes	No	Are fences free of holes and other damage?	Yes	No
Does the playground have riding, climbing, balancing, and digging equipment?	Yes	No	Are fences and gates closed and fastened?	Yes	No
Are staff members located in the bike area at all times when children are present?	Yes	No	Is the bike area free of objects or debris?	Yes	No
If children are riding bicycles, are they wearing helmets?	Yes	No			
Correction plan:					
TRANSPORTATION					
Are bus logs being completed daily and is someone other than the driver checking the bus?	Yes	No	Are bus evaluation drills being conducted monthly and kept current on the emergency board?	Yes	No
Is the bus clean?	Yes	No	Are the first aid kit, spill kit, seat belt cutter, fire extinguisher, and emergency flares properly labeled on the bus?	Yes	No
Does the bus have a hold-a- rope?	Yes	No	Are children and staff emergency cards on bus and in the designated notebooks?	Yes	No
Are permanent seating charts posted on the bus?	Yes	No	Is registration and proof of insurance on the bus?	Yes	No
Correction plan:					

FACILITIES					
Are walls, ceilings, and roof free of cracks holes, and peeling paint?	Yes	No	Are floors throughout free of cracks and holes?	Yes	No
Is the classroom neat and clean?	Yes	No	Is the facility free of water leaks or running toilets?	Yes	No
Are medications, cleaning supplies, and potential poisons stored under lock and key?	Yes	No	Do electrical outlets have child protective covers on them?	Yes	No
Is garbage kept in labeled, plastic lined, covered containers?	Yes	No	Have fire and evacuation drills been conducted monthly?	Yes	No
Correction plan:					
Manager signature:					
HEALTH/MENTAL HEALTH/DISABILITIES					
Is the telephone easily to locate?	Yes	No	Are emergency members posted near the phone?	Yes	No
Is emergency information for each child and staff member available and easy to locate?	Yes	No	Are medicines stored, locked, and refrigerated, as required?	Yes	No
Is first-aid kit well stocked and easy to locate?	Yes	No	Are staff and children washing hands at appropriate times?	Yes	No
Are children's files kept in a locked cabinet?	Yes	No	Are children being called by their names?	Yes	No
Correction plan:					
NUTRITION					
Is the correct menu posted on the parent board and being followed?	Yes	No	Are children receiving the quantity of food that meets the nutrition guidelines?	Yes	No
Are meals being reported on daily lunch reports and posted in kitchen or classroom.	Yes	No	Are children eating in small groups and are meals served "family style?"	Yes	No
Are staff eating the same food and at the same time as the children?	Yes	No	Are special dietary needs being met and documented?	Yes	No
Are children with special needs given the correct utensils?	Yes	No	Is information containing children and staff food allergies maintained confidentially?	Yes	No
Are local, state, and federal sanitation laws and regulation grades posted in the center?	Yes	No	Are staff numbers washing hands and wearing food service gloves before preparing and serving food?	Yes	No
Correction plan:					
Manager signature:					
EDUCATION					
Do head start education staff give cues and provide enough time for transition from one activity to another?	Yes	No	Is the daily schedule posted on the parent board and is it being followed?	Yes	No
Is children's artwork displayed at their eye level and rotated regularly?	Yes	No	Are teachers refraining from using negative comments and redirecting inappropriate behavior?	Yes	No
Are teachers interacting with children's inside and outside activities?	Yes	No	Are teachers asking open ended questions that promote problem solving?	Yes	No
Are learning centers labeled with pictures and words to describe the area?	Yes	No	Does the classroom show cultural, ethnic, gender, and disability differences?	Yes	No
Can children be seen by an adult at all times?	Yes	No	Are children brushing their teeth with teachers as role models?	Yes	No
Is the lesson plan theme evident?	Yes	No	Is the tracking form up to date?	Yes	No
Are staff members and volunteers carrying gloves and CPR mouth shields?	Yes	No			
Correction plan:					
Managers signature:					

