Wake ThreeSchool (WTS) Site Monitoring Tool Fiscal Year (FY) 2023-2024

**The Wake ThreeSchool Site Monitoring Tool** is a checklist used to monitor site information annually for all Wake ThreeSchool programs regardless of location (private sites, public schools, etc.). This tool summarizes all information for Wake ThreeSchool classrooms located at this site. After initial monitoring, any components that require further attention should be monitored again within the same school year. Wake ThreeSchool will follow applicable guidelines set by the statewide NC Pre-K Program. The applicable policies included in the NC Child Care Rule that Wake ThreeSchool will follow have been identified in this document. Regular, systematic and focused supervision of Wake ThreeSchool Programs, through use of the Site Monitoring Tool, [**NC Child Care Rule .3000**](https://ncchildcare.ncdhhs.gov/Portals/0/documents/pdf/D/DCDEE_Rulebook.pdf)**,** and the [**Wake ThreeSchool Operational Procedures**](https://wcss.sharepoint.com/sites/Threeschool/Shared%20Documents/General/Community%20Advisory%20Committee/FY22-23/Wake%20ThreeSchool%20Operational%20Procedures-updated%2006-08-23.pdf) will ensure that sound, high-quality, and appropriate services are implemented and maintained for the Wake ThreeSchool Program.

Results from the Wake ThreeSchool Site Monitoring Tool and Wake County Smart Start (WCSS) compliance visits should be used to ensure uniformity across programs and to develop local regional plans. WCSS uses the NC Child Care Rules to monitor Wake ThreeSchool sites/classrooms. The Wake ThreeSchool Operational Procedures are used by WCSS to guide Wake ThreeSchool sites/classrooms and local committees about appropriate operating practices.

**Instructions**

1. Each site administrator or designee must monitor their own program and classrooms on a regular basis using the Wake ThreeSchool Site Monitoring Tool, Wake ThreeSchool Operational Procedures, and the [NC Child Care Rule](https://ncchildcare.ncdhhs.gov/Portals/0/documents/pdf/D/DCDEE_Rulebook.pdf?ver=iuoT09Bk-Zbq21sJig2Aug%3d%3d).

2. This tool has been revised to include questions specific to the mode of instruction being implemented in the Wake ThreeSchool classroom(s) at each site. Site administrators must complete **each** section based on the information for **each** applicable classroom. If there are no classrooms implementing a particular mode of instruction, the site administrator should mark “N/A” for those questions and indicate the reason in the “Plan or clarification” column.

3. When a Wake ThreeSchool 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 WCSS or 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 Wake ThreeSchool Teacher’s 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.

4. B October **31, 2023,** the site administrator or designee should complete the Wake ThreeSchool Site Monitoring Tool, sign/date the Assurance Statement, and send an original **OR** scanned copy of the completed Wake ThreeSchool Site Monitoring Tool, to include attaching the Action Plan for items not met, to the Wake ThreeSchool Specialist.

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

5. By **December 31, 2023**, Wake ThreeSchool staff must conduct on-site visits **OR** virtual/desktop reviews for **ALL** Wake ThreeSchool sites/classrooms and schedule follow-up visits/reviews as needed. The Site Monitoring Tool must be reviewed and validated by WCSS using the source documents detailed in the tool.

NOTE: Source documents may be provided to WCSS during the on-site visit **OR** may be submitted to WCSS electronically or via hard copy. WCSS will communicate with site administrators to provide expectations for how to submit source documents.

6. After the on-site visit or virtual/desktop review has been completed, the WCSS staff member(s) who conducted the review must complete the “Local Contractor Validation” statement and sign and date the tool.

*Information collected with the Site Monitoring Tool should be used by WCSS to confirm, record, and respond to during monitoring visits made by Wake ThreeSchool staff.*

***This section must be completed by the Site Administrator or Designee as part of initial self-monitoring.***

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| Site Name: |  | Date(s) Site/Classroom(s) Monitored |  |
| Facility ID #: |  | Number of children enrolled in Wake ThreeSchool classroom at the time of monitoring: |  |
| Number of Wake ThreeSchool classrooms Monitored: |  | Will your site provide Transportation for SY23-24? Will your site provide warp-around care for SY23-24? |  **Yes No** **Yes  No** |
| Site Monitoring Conducted by:(Please provide name) |  Site Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  Designee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Wake ThreeSchool Operational Procedures- Section 3: The Wake ThreeSchool Child** |
| **3E. Children with Unique Needs/Challenging Behaviors** | **Source** | **Yes** | **No** | **N/A** | **Plan or clarification****Include documents for each section** |
| E1. If alternative placement has been  considered for any child with  challenging behaviors, a written  plan is on file that documents  efforts to maintain enrollment. | * Copy of plan on file **or**
* Copy of the behavior checklist
 |  |  |  |  |
| E2. Decisions regarding alternative  placement for any child with  challenging behaviors involve a  WCSS representative from the  Wake ThreeSchool Program. | * Written documentation of communication, meetings, and resolution with WCSS representatives
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| **Wake ThreeSchool Operational Procedures- Section 4: The Wake ThreeSchool Site**  |
| **4B. Service Delivery** | **Source** | **Yes** | **No** | **N/A** | **Plan or clarification** |
| B1. Wake ThreeSchool classroom  provides a minimum of a 6.5 hour  instructional day for traditional/in- person learners. | * Classroom schedule **or**
* Operational policies
 |  |  |  |  |
| B2. Wake ThreeSchool Program  operates 10 months or 36 weeks,  of which up to 5 days may be  used for professional  development. | * School calendar **or**
* Operational policies
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| **Wake ThreeSchool Operational Procedures- Section 5: The Wake ThreeSchool Classroom** |
| **5A. Child Health Assessments** | **Source** | **Yes** | **No** | **N/A** | **Plan or clarification** |
| A1. Health assessments are on file  for all Wake ThreeSchool  children. If not, the parent/guardian has  given written notice to have the  assessment completed within 30  calendar days. | * Copy of each child’s health assessment **or**
* Copy of parent notification letter **and** written documentation of appointment
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| **5B. Developmental Screening** | **Source** | **Yes** | **No** | **N/A** | **Plan or clarification** |
| B1. All children are screened within  90 days of the first day of  attendance using an approved  screening tool. **Exception:**1. Child screened at time of application.
2. Child has an IEP.
 | * Dated child’s screening information form **or**
* Copy of child’s IEP
 |  |  |  |  |
| **5C. Early Learning Standards & Curricula** | **Source** | **Yes** | **No** | **N/A** | **Plan or clarification** |
| C1. The Creative Curriculum for  Preschool is used in the Wake  ThreeSchool classroom(s)  according to the curriculum’s  recommendations. | * Lesson plans (at least one month) **and**
* direct observation
 |  |  |  |  |
| **5D. Formative Assessment** | **Source** | **Yes** | **No** | **N/A** | **Plan or clarification** |
| D1. Ongoing assessment is  conducted according to TS  GOLD recommendations. | * Assessment portfolios **or**
* *TS GOLD®* checkpoints **or**
* Anecdotal notes **or**
* Family conference notes
 |  |  |  |  |
| D2. Child growth and development  data is documented in the  *MyTeachingStrategies®* platform. | * *TS GOLD®* checkpoints **or**
* Assessment portfolios
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| **5E. Staff-to-Child Ratio and Class Size** | **Source** | **Yes** | **No** | **N/A** | **Plan or clarification** |
| E1. Class size is 16 children or less  **regardless** or classroom mode  of instruction. | * Classroom schedule **and**
* Attendance roster
 |  |  |  |  |
| E2. Staff/child ration is 1:8 or less  **regardless** of classroom mode  of instruction. | * Direct observation **and**
* Attendance roster
 |  |  |  |  |
| **5F. Rest Time** | **Source** | **Yes** | **No** | **N/A** | **Plan or clarification** |
| F1. Staff/child ration is 1:16 during  rest time. Second staff on  premises within calling distance. | * Direct observation **and**
* Attendance roster
 |  |  |  |  |
| **5I. Family Engagement** | **Source** | **Yes** | **No** | **N/A** | **Plan or clarification** |
| I1. Opportunities for parents and  families to be involved in their  child’s learning and parent  education is made available to the extent feasible. | * Log of activities/ opportunities/communications **and**
* Sign-in sheets from family involvement activities
 |  |  |  |   |
| I2. All families have been invited by  their child’s Wake ThreeSchool  teacher(s) to use the  *MyTeachingStrategies® Family  Portal.* | * Family Assurance statement on file **and**
* Log from *TS GOLD®*
 |  |  |  |  |
| I3. Resources from the  *MyTeachingStrategies® Family  Portal* are incorporated into  existing written Family  Engagement Plan. | * Log of activities/ opportunities/communications **or**
* Written Family Engagement plan
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| **Wake ThreeSchool Operational Procedures- Section 6: The Wake ThreeSchool Staff**  |
| **6A. Administrator Licensure and Credentials**  | **Source** | **Yes** | **No** | **N/A** | **Plan or clarification** |
| A1. Administrators of Wake  ThreeSchool sites are not serving  as the WTS Lead Teacher or  WTS Teacher Assistant. | * Assurance statement on file
 |  |  |  |   |
| A2. Administrator vacancies do not  exceed 12 weeks. | * Assurance statement on file
 |  |  |  |  |
| **6D. Substitute Staff** | **Source** | **Yes** | **No** | **N/A** | **Plan or clarification** |
| D1. When a member of the Wake  ThreeSchool staff is unable to  work, a substitute staff person is  provided to maintain staff-to-child  ratio **regardless** of classroom  mode of instruction. | * Copy of Substitute log by classroom
 |  |  |  |  |
| D2. Substitute staff that are in the  Wake ThreeSchool classroom for 16 or more attendance days have been documented and approved by submitting the WTS Staff Change Request Form and updated Compensation Plan  | * WTS Staff Change Request Form and Compensation Plan
 |  |  |  |  |
| **6E. Instructional Staff Standards**  | **Source** | **Yes** | **No** | **N/A** | **Plan or clarification** |
| E1. Wake ThreeSchool teachers and  teacher assistants provide  instructional day-to-day learning  activities for children enrolled in  the Wake ThreeSchool program  for at least 32.5 hours a week. | * Copy of Lead Teacher Work Schedule and
* Copy of Teacher Assistant Work Schedule
 |  |  |  |  |
| E2. Wake ThreeSchool teachers and  teacher assistants should be  provided at least 7.5 hours a  week for planning, scheduling,  conducting home visits, meeting  with families, and/or attending  required PD activities. | * Copy of staff schedules **or**
* Assurance statement on file signed by WTS staff and site administrator.
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| **Wake ThreeSchool Operational Procedures- Section 7: Evaluation and Monitoring**  |
| **7A. ECERS-R Assessments**  | **Source** | **Yes** | **No** | **N/A** | **Plan or clarification** |
| A1. Classrooms score 5.0 or higher  on ECERS-R assessments. | * ECERS-R assessment reports and
* Information regarding next scheduled ECERS assessment
 |  |  |  |  |
| A2. Improvement plans are developed as needed based on ECERS-R assessment less than 5.0. | * Copy of improvement plan
 |  |  |  |  |

**Assurance Statement- *to be completed by the Wake ThreeSchool Site Administrator or Designee***

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|  |
| **date(s)** |

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| , |  | . |
| **(Indicate name of person who conducted the initial self-monitoring)** |  | **(Indicate position of person who conducted the initial self-monitoring- either Site Administrator or Designee)** |

All Wake ThreeSchool classrooms at this site were monitored for FY 2023-2024 on

by

**Monitoring results have been documented on this monitoring tool and will be submitted to WCSS Wake ThreeSchool Staff in accordance with the 2023-2024 Wake ThreeSchool Operational Procedures.**

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| **Site Administrator or Designee Signature** |  | **Date** |

**WCSS Validation- *to be completed by the Wake ThreeSchool program staff at WCSS***

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|  | on |  |
| **(Indicate on-site or virtual/desktop review)** |  | **date(s)** |

The Wake ThreeSchool site has been monitored for FY 2023-2024 via

|  |  |  |
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|  | , |  |
| **(WCSS Agency Staff Member Name(s))** |  | **(WCSS Agency Staff Member Title(s))** |

by

 **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.**

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| **WCSS Agency Staff Member Signature(s)** |  | **Date** |