



Wake ThreeSchool SY22-23 Monitoring Timeline

When	What	Who
<p>By October 31</p>	<p>An original copy of the Site Tool is completed and plans for items that require an Action Plan must be submitted to WCSS. (Site or classroom new after October 1, should complete and submit within 90 days of the first attendance day.)</p>	<p>Site administrator or designee (site director or designee)</p> <p>*All child developmental screenings not completed by October 31 should be noted in the Action Plan.</p>
<p>November-February</p>	<p>Conduct site visits to review and discuss Site Tool and results. Schedule follow-up visits as needed.</p>	<p>WCSS (or designee)</p>
<p>February - May</p>	<p>WCSS staff discuss/review Site Tools and monitoring results with site director and/or designee. If a particular standard or requirement has not been met based on monitoring, a written plan to meet compliance must be completed.</p>	<p>WCSS</p>
<p>By June 30</p>	<p>Monitoring results reported to the Board of Directors annually.</p>	<p>WCSS (or designee)</p>