

Facility Name: _____
 Facility MDH License Number: _____
 Date for Monitoring Visit: _____

To Be Completed by Director

Done	Target Date	Task
<input type="checkbox"/>	_____	File current MDH license (with no probationary conditions)
<input type="checkbox"/>	_____	Complete and file a Director's Self-Assessment
<input type="checkbox"/>	_____	Complete and file a Director's Professional Development Plan
<input type="checkbox"/>	_____	Conduct an evaluation of each employee and file copies of documents signed by the employees
<input type="checkbox"/>	_____	File copies of training certificates for yourself and all teachers: a minimum of 15 general hours for each teacher and assistant teacher and 20 hours for the director
<input type="checkbox"/>	_____	Prepare a handbook and provide copies to all employees and parents
<input type="checkbox"/>	_____	Create learning centers in all classrooms for one- through four-year-olds
<input type="checkbox"/>	_____	Review and file weekly lesson plans by all teachers
<input type="checkbox"/>	_____	Receive ECERS-R and ITERS-R evaluations, in at least two classrooms, with minimum average scores of 3.0-3.5
<input type="checkbox"/>	_____	Prepare and file an annual plan for distribution of calendars and newsletters to parents
<input type="checkbox"/>	_____	Prepare and file monthly calendars of facility activities for parents and distribute to all parents
<input type="checkbox"/>	_____	Prepare and file quarterly newsletters for parents and distribute to all parents
<input type="checkbox"/>	_____	Install a bulletin board and post each calendar and newsletter and other information for parents
<input type="checkbox"/>	_____	Review and file copies of parent-teacher conference forms, completed once each year and signed by parents and teachers, for all enrolled children