

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"/>	_____	File documents in each teacher’s and assistant teacher’s personnel files indicating each is at least 18 years of age and holds a Graduate Equivalency Diploma or high school diploma
<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 8 general and 10 age-specific for each; 20 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 each teacher
<input type="checkbox"/>	_____	Receive ECERS-R and ITERS-R evaluations, for all evaluated classrooms, with minimum average scores of 3.6 – 4.0
<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 weekly notes 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
<input type="checkbox"/>	_____	As the director, complete the course “Child Care as a Business” within the last 4 years and file the original training certificate

Done	Target Date	Task
<input type="checkbox"/>	_____	As the director, complete all sessions for directors on the Mississippi Early Learning Guidelines and file original training certificates
<input type="checkbox"/>	_____	As the director, complete the requirements for one of the following : <input type="checkbox"/> OCY Director credential <input type="checkbox"/> Another credential approved by OCY <input type="checkbox"/> Associate (A.A., A.S., or A.A.S.) degree in child development, early childhood education, or a related field <input type="checkbox"/> Bachelor (B.A. or B.S.) degree in child development, early childhood education, or a related field and file a copy of your certificate, diploma, or transcript
<input type="checkbox"/>	_____	Implement monthly on-site professional development staff meetings and file sign-in sheets
<input type="checkbox"/>	_____	Ensure that at least one teacher earns the Child Development Associate credential and file a copy of the employee's CDA certificate, or Hire at least one full-time teacher with a current Child Development Associate credential and file a copy of the employee's CDA certificate
<input type="checkbox"/>	_____	Receive Caregiver Interaction Scale Assessments for all evaluated classrooms; minimum scores of 2.5-3.0
<input type="checkbox"/>	_____	Complete and file a Memorandum of Understanding with at least one provider of outside services
<input type="checkbox"/>	_____	Plan and hold a Parent Workshop and file a copy of the announcement of workshop and parent sign-in sheet
<input type="checkbox"/>	_____	Create a Lending Library for parents and guardians and file a list of all library materials