

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 10 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"/> | _____ | Review and file copies of current Mississippi Early Learning Guidelines for three- and four-year-old children |
| <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 4.1 – 5.0 |
| <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 monthly 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"/> 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 sessions and file sign-in sheets |
| <input type="checkbox"/> | _____ | Ensure that at least 15% of teachers earn the Child Development Associate credential and file copies of their CDA certificates, or Fill at least 15% of teaching positions with current Child Development Associates and file copies of their CDA certificates |
| <input type="checkbox"/> | _____ | Receive Caregiver Interaction Scale Assessments for two evaluated classrooms; minimum scores of 3.0 – 3.3 |
| <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 |
| <input type="checkbox"/> | _____ | Ensure that all teachers of three- and four-year-olds complete all sessions on the Mississippi Early Learning Guidelines and file copies of their certificates |
| <input type="checkbox"/> | _____ | File parent sign-in sheets from volunteer projects |
| <input type="checkbox"/> | _____ | Create a Family Resource Center in the facility |
| <input type="checkbox"/> | _____ | Conduct a survey of parents at least 3 months before monitoring visit; file parent responses and document your responses to all specific concerns |