

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 they are at least 18 years of age and hold 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 <b>15</b> general and <b>10</b> age-specific for each; <b>20</b> 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 <b>minimum average scores of 5.1 – 7.0</b>
<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 <b>weekly</b> notes (3 issues/month) and <b>monthly</b> newsletter 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 <b>twice</b> 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” with the last 4 years and file the original training certificate

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<input type="checkbox"/>	_____	As the director, complete <b>all sessions for directors</b> on the Mississippi Early Learning Guidelines and file original training certificates
<input type="checkbox"/>	_____	As the director, complete the requirements for a 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 <b>25%</b> of teachers earn the Child Development Associate credential and file copies of their CDA certificates, <b>or</b> Fill at least <b>25%</b> 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 <b>3.3 – 4.0</b>
<input type="checkbox"/>	_____	Complete and file a Memorandum of Understanding with at least one provider of outside services
<input type="checkbox"/>	_____	Plan and hold <b>one</b> Parent Workshop and file copies of the announcements of workshops and parent sign-in sheets
<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- or four-year-olds complete <b>all sessions</b> on the Mississippi Early Learning Guidelines and file copies of their certificates and a copy of the ELGs
<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
<input type="checkbox"/>	_____	Review and file developmental checklists, completed by teachers, for all enrolled children
<input type="checkbox"/>	_____	Mentor another child care director and file records of mentoring activities
<input type="checkbox"/>	_____	File signed copies of kindergarten transition plan agreements with elementary schools