# North Carolina Pre-Kindergarten (NC Pre-K) Site Monitoring Tool State Fiscal Year (SFY) 2026-2027

**The NC Pre-K Site Monitoring Tool** is a checklist used to monitor site information annually for both public schools and private NC Pre-K programs. This tool should provide a summary of all information for NC Pre-K classrooms located at this site. After initial monitoring, any components that require further attention should be monitored again within the same school year. Regular, systematic and focused supervision of NC Pre-K Programs, through use of the Site Monitoring Tool, NC Child Care Rule .3000 NC Pre-Kindergarten Services and the NC Pre-K Program Requirements will ensure that sound, high-quality and appropriate services are implemented and maintained for the NC Pre-K Program.

Results from the NC Pre-K Site Monitoring Tool and DCDEE compliance visits should be used to ensure uniformity across programs and to develop local county/regional plans. The NC Child Care Rules are used by Regulatory Child Care Consultants to monitor NC Pre-K sites/classrooms. The NC Pre-K Program Requirements (policy/guidance) are used by the NC Pre-K Program Policy Consultants to guide local NC Pre-K Contracting Agencies and Committees about appropriate operating practices. The timeline for completion and guidance regarding how to conduct site monitoring is provided below.

## Instructions

1. Each site administrator or designee must monitor their own program and classrooms on a regular basis using the NC Pre-K Site Monitoring Tool, NC Pre-K Program Requirements and the NC Child Care Rule .3000 NC Pre-Kindergarten Services.
2. This tool has been revised to include questions specifically for **NC Pre-K classrooms that have provided remote learning services to ALL children for 1 or more weeks**. Site administrators must complete this section based on the information for **each** applicable classroom. If there are no classrooms that have provided remote learning services as described above, the site administrator should mark "N/A" for those questions and indicate the reason in the "Plan or clarification" column.
3. When an NC Pre-K Program Requirement and/or NC Child Care Rule has not been met, each site should establish a written Action Plan to meet compliance that includes documentation defining who is responsible for accomplishing the task, a timeline and other information to indicate progress toward meeting the requirement. No exceptions to the NC Child Care Rules will be issued by the Division of Child Development and Early Education (DCDEE). The Action Plan should incorporate any action items identified by the DCDEE Regulatory Child Care Consultant and should be aligned with the NC Pre-K Teachers' BK Licensure Professional Development Plans, as applicable, and related to the instructional standards (NC Professional Teaching Standards), that govern classroom instructional practices. If an item is marked "N/A," written clarification needs to be included in the documentation.
4. By **October 31, 2026** the site administrator or designee should complete the NC Pre-K Site Monitoring Tool, sign/date the Assurance Statement and send an original **OR** scanned copy of the completed NC Pre-K Site Monitoring Tool, to include attaching the Action Plan for items not met, to the local NC Pre-K Contract Administrator.
   **NOTE:** If a designee is assigned, it must be documented in writing and the designee must have the same decision-making authority as the site administrator or public-school principal.

5. By **January 15, 2027** NC Pre-K contracting agencies must conduct on-site visits **OR** virtual/desktop reviews for **ALL** local NC Pre-K Program sites/classrooms and schedule follow-up visits/reviews as needed. The Site Monitoring Tool must be reviewed and validated by the local contracting agency using the source documents detailed in the tool.
   NOTE: Source documents may be provided to the contracting agency during the on-site visit **OR** may be submitted to the contracting agency electronically or via hardcopy. Contracting agencies should communicate with site administrators to provide expectations for how to submit source documents.

6. After the on-site visit or virtual/desktop review has been completed, the contracting agency staff member(s) who conducted the review must complete the "Local Contractor Validation" statement and sign and date the tool.

*Information collected with the Site Monitoring Tool should be used by the local Contract Administrator to confirm, record and respond to during monitoring visits made by the Division of Child Development and Early Education, Early Education Branch NC Pre-K Program Policy Consultants and Monitoring Compliance Unit staff.*

Clear Form

# North Carolina Pre-Kindergarten (NC Pre-K) Site Monitoring Tool State Fiscal Year (SFY) 2026-2027

***This section must be completed by the Site Administrator or Designee as part of initial self-monitoring***

| | | | |
|---|---|---|---|
| Site Name: | | Date(s) Site/Classroom(s) Monitored: | |
| Facility ID#: | | Number of NC Pre-K Classrooms Monitored | |
| DCDEE License type: | Select One | Did any NC Pre-K Classrooms provide remote learning services to **ALL** children for **1 or more weeks?** | ☐Yes** (How many? _____)<br>☐No<br>***You must complete the "Remote Learning Services" section at the end of the monitoring tool* |
| DCDEE Pathway to the Stars: | Select One | | |
| Site Monitoring Conducted By: *(please provide name)* | ☐Site Administrator: _____ | ☐Designee: _____ | |

## NC Pre-K Program Requirements and Guidance - Section 3: The NC Pre-K Child

| 3G. Children with Unique Needs/Challenging Behaviors | Source | Yes | No | N/A | Plan or clarification |
|---|---|---|---|---|---|
| If alternative placement has been considered for any child with challenging behaviors, a written plan is on file that documents efforts to maintain enrollment. | • copy of plan on file<br>• copy of the behavior checklist | ☐ | ☐ | ☐ | |
| Decisions regarding alternative placement for any child with challenging behaviors involve a state level representative from the NC Pre-K Program. | • written documentation of communication, meetings and resolution with state office representatives | ☐ | ☐ | ☐ | |

## NC Pre-K Program Requirements and Guidance - Section 4: The NC Pre-K Site

| 4B. Official NC Pre-K Day and Year | Source | Yes | No | N/A | Plan or clarification |
|---|---|---|---|---|---|
| NC Pre-K provides a minimum of a 32.5 hour instructional week for traditional/in-person learners. | • classroom schedule **or**<br>• school calendar **or**<br>• operational policies | ☐<br>☐<br>☐ | ☐<br>☐<br>☐ | ☐ | |
| NC Pre-K programs operates at least 10 months and provides a minimum of 180 days **OR** 1,170 hours of instruction of which up to 9 days may be used for mandatory teacher workdays. | • classroom schedule **or**<br>• school calendar **or**<br>• operational policies | ☐<br>☐<br>☐ | ☐<br>☐<br>☐ | ☐ | |

## NC Pre-K Program Requirement and Guidance - Section 5: The NC Pre-K Classroom

| 5A. Child Health Assessment | Source | Yes | No | N/A | Plan or clarification |
|---|---|---|---|---|---|
| Health assessments are on file for all NC Pre-K children.<br><br>NC Child Care Rule10A NCAC 09 .3005<br><br>If not, the family/parent has given written notice to have the assessment completed within 30 calendar days in accordance with NC Child Care Rule 10A NCAC 09 .3005(a). | • copy of each child's health assessment **or**<br>• copy of parent notification letter **and**<br>• documentation verifying scheduled appointment | ☐ | ☐ | | |

| 5B. Developmental Screening | Source | Yes | No | N/A | Plan or clarification |
|---|---|---|---|---|---|
| All children are screened within 90 days of the first day of attendance using an approved screening tool.<br>**Exception:**<br>1. Child screened at time of application<br>2. Child has an IEP<br><br>**NC Child Care Rule10A NCAC 09 .3006** | • dated cover sheet of each child's screening<br>**or**<br>• copy of child's IEP | ☐<br><br>☐ | ☐<br><br>☐ | | |
| **5C. Early Learning Standards & Curricula** | **Source** | **Yes** | **No** | **N/A** | **Plan or clarification** |
| An approved curriculum is used in the NC Pre-K classroom(s) according to the approved curriculum's recommendations.<br><br>**NC Child Care Rule10A NCAC 09 .3007** | • lesson plans (at least one month)<br>**and**<br>• direct observation | ☐<br><br>☐ | ☐<br><br>☐ | | |
| **5D. Formative Assessment** | **Source** | **Yes** | **No** | **N/A** | **Plan or clarification** |
| Ongoing assessment is conducted according to the approved assessment instrument's recommendations.<br><br>**NC Child Care Rule10A NCAC 09 .3008** | • assessment portfolios<br>**or**<br>• TS Gold checkpoints<br>**or**<br>• anecdotal notes<br>**or**<br>• parent teacher conference notes | ☐<br>☐<br>☐<br>☐ | ☐<br>☐<br>☐<br>☐ | | |
| Child Growth and development data is documented in the MyTeachingStrategies® platform. | • *TS GOLD*® checkpoints,<br>**or**<br>• assessment portfolios | ☐<br>☐ | ☐<br>☐ | | |

| 5E. Staff-to-Child Ratio and Class Size | Source | Yes | No | N/A | Plan or clarification |
|---|---|---|---|---|---|
| Class size is 20 children or less | • direct observation **and**<br>• attendance roster | ☐ | ☐ | ☐ | |
| Staff/Child ratio is 1:10 or less | • direct observation **and**<br>• attendance roster | ☐ | ☐ | ☐ | |
| **5G. Rest Time** | **Source** | **Yes** | **No** | **N/A** | **Plan or clarification** |
| Staff/child ratio is 1:20 or less during rest time. Second staff on premises within calling distance<br>**NC Child Care Rule10A NCAC 09 .3009** | • direct observation **and**<br>• attendance roster | ☐<br>☐ | ☐<br>☐ | ☐ | |
| **5I. Family Engagement** | **Source** | **Yes** | **No** | **N/A** | **Plan or clarification** |
| Opportunities for parents and families to be involved in their child's learning and parent education is made available to the extent feasible.<br>**NC Child Care Rule10A NCAC 09 .3010** | • log of activities/opportunities/ communications **or**<br>• Sign-in sheets from family involvement activities | ☐<br>☐ | ☐<br>☐ | ☐<br>☐ | |
| All families are provided with information about the ReadyRosie solution. | • assurance statement on file | ☐ | ☐ | ☐ | |
| ReadyRosie resources are incorporated into existing written Family Engagement Plan. | • log of activities/opportunities/ communications **or**<br>• written family engagement plan | ☐<br>☐ | ☐<br>☐ | ☐<br>☐ | |

## Program Requirements and Guidance - Section 6: The NC Pre-K Staff

| 6A. Site-Level Administrator Licensure and Credentials | Source | Yes | No | N/A | Plan or clarification |
|---|---|---|---|---|---|
| Administrators of NC Pre-K sites are not serving as the NC Pre-K Lead Teacher or NC Pre-K Teacher Assistant. | • assurance statement on file | ☐ | ☐ | | |
| Administrator vacancies do not exceed 12 weeks.<br>**NC Child Care Rule10A NCAC 09 .3011** | • assurance statement on file | ☐ | ☐ | | |
| **6D. Substitute Staff** | **Source** | **Yes** | **No** | **N/A** | **Plan or clarification** |
| When a member of the NC Pre-K teaching staff is unable to work, a substitute staff person is provided to maintain the staff-to-child ratio. | • substitute log by classroom | ☐ | ☐ | ☐ | |
| Substitute staff that are in the NC PRe-K classroom for 16 or more attendance days have been documented and approved in the NC Pre-K Plan database. | • NC Pre-K Plan | ☐ | ☐ | ☐ | |
| **6E.NC Pre-K Teacher and Teacher Assistant Standards** | **Source** | **Yes** | **No** | **N/A** | |
| NC Pre-K teachers and teacher assistants provide instructional day-to-day learning activities for children enrolled in the NC Pre-K program for at least 32.5-hours a week.<br>**NC Child Care Rule10A NCAC 09 .3015** | • classroom schedule **or**<br>• school calendar **or**<br>• operational policies | ☐ | ☐ | | |

## Program Requirements and Guidance - Section 7: Evaluation and Monitoring

| 7A. ECERS-3 Assessments | Source | Yes | No | N/A | Plan or clarification |
|---|---|---|---|---|---|
| Classrooms score 5.0 or higher on ECERS-3 assessments. | • ECERS-3 assessment reports<br>Score(s): Date: | ☐ | ☐ | ☐ | |
| Improvement plans are developed as needed based on ECERS-3 assessment being less than 5.0. | • copy of improvement plan | ☐ | ☐ | ☐ | |

**NC Pre-K Program Requirements and Guidance - Section 4: The NC Pre-K Site, Subsection H: Remote Learning**
***** This section must be completed if any NC Pre-K classrooms provided remote learning services to ALL children for 1 or more weeks.***

| 4H. Remote Learning | Source | Yes | No | N/A | Plan or clarification |
|---|---|---|---|---|---|
| NC Pre-K teachers provide short direct instruction and provide activities and learning opportunities for children and families to engage in independently that total approximately 32.5 hours of available material weekly for a remote learner/family. | • lesson plans (for the time when remote learning is offered) **or**<br>• activity samples (remote moment recordings, materials shared with families, etc.) **or**<br>• family communications & activities log | ☐<br>☐<br>☐ | ☐<br>☐<br>☐ | ☐<br>☐<br>☐ | |
| When possible, lead teachers or teacher assistants offer blocks of live, direct remote instruction at least twice per day if remote learning is being provided to all children. | • lesson plans (for the time when remote learning is offered) **or**<br>• family communications & activities log | ☐<br>☐ | ☐<br>☐ | ☐<br>☐ | |
| Family check-ins are offered to families of remote learners during periods of extended remote learning. | • phone logs **or**<br>• anecdotal notes **or**<br>• emails **or**<br>• other written documentation | ☐<br>☐ | ☐<br>☐ | ☐<br>☐ | |

| **Remote Learning Classrooms Log**<br>***Only complete for NC Pre-K classrooms that have provided remote learning services to ALL children for 1 or more weeks* | | | |
|---|---|---|---|
| **Classroom Code** | **Dates Remote Learning Provided** | **Reason for Remote Learning** | **Additional Comments** |
| | | Site/classroom closed due to:<br>☐ Communicable Disease<br>☐ Impacts of inclement weather<br>☐ Damage to site<br>☐ Other: _____ | |
| | | Site/classroom closed due to:<br>☐ Communicable Disease<br>☐ Impacts of inclement weather<br>☐ Damage to site<br>☐ Other: _____ | |
| | | Site/classroom closed due to:<br>☐ Communicable Disease<br>☐ Impacts of inclement weather<br>☐ Damage to site<br>☐ Other: _____ | |
| | | Site/classroom closed due to:<br>☐ Communicable Disease<br>☐ Impacts of inclement weather<br>☐ Damage to site<br>☐ Other: _____ | |
| | | Site/classroom closed due to:<br>☐ Communicable Disease<br>☐ Impacts of inclement weather<br>☐ Damage to site<br>☐ Other: _____ | |
| | | Site/classroom closed due to:<br>☐ Communicable Disease<br>☐ Impacts of inclement weather<br>☐ Damage to site<br>☐ Other: _____ | |

## Assurance Statement – *to be completed by the NC Pre-K Site Administrator or Designee*

**All NC Pre-K classrooms at this site were monitored for SFY 2026-2027 on** _____
Date(s)

**by**_____ ,_____
(***Site Administrator or Designee who conducted the initial self-monitoring)*** ***(Site Administrator or Designee title)***

**Monitoring results have been documented on this monitoring tool and will be submitted to the local NC Pre-K Contractor in accordance with the 2026-2027 NC Pre-K Program Requirements and Guidance**

_____ _____
***Site Administrator or Designee Signature*** ***Date***

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## Local Contractor Validation – *to be completed by the NC Pre-K Contracting Agency*

**The local NC Pre-K site has been monitored for SFY 2026-2027 via** _____ **on** _____
(on-site visit or virtual/desktop review) Date(s)

**By** _____ _____
***(NC Pre-K Contracting Agency staff member name(s)*** ***(NC Pre-K Contracting Agency staff member title(s)***

☐ **All requirements have been met or plans for achieving compliance are in place. Additional follow-up (visits, email communication, telephone technical assistance) will be made, as needed, to document compliance.**

_____ _____
**NC Pre-K Contracting Agency Staff Member Signature(s)** **Date**