



Early Learning Coalition of Brevard County, Inc. Voluntary Prekindergarten Program Monitoring Tool



Program Year: 2017-2018

Date:	Arrival Time:	Departure Time:
Provider Name and ID:	Location address:	
Director:	Director on site: ___ Yes ___ No Reason if no: _____	
Director Credential Expiration Date:	Director Background Screening Expiration Date:	
License Expiration Date:	Gold Seal/Accreditation Expiration Date:	
Program Type: <input type="checkbox"/> School Year <input type="checkbox"/> Summer		Capacity:
Provider on Probation: <input type="checkbox"/> Yes <input type="checkbox"/> No		Implementation of Improvement Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

CURRICULUM REVIEW

Objective	Source	Compliance			Comments
		Yes	No	NA	
Is the curriculum being utilized in the classroom the same as listed on OEL-VPK-11A?	Curriculum named on OEL-VPK-11A _____ Observations				
Is there evidence of implementation of curriculum? Describe as needed.	Observations Lesson plans Schedules Staff Interviews				
Do the lesson plans reflect all five domains (<i>Physical Development, Approaches to Learning, Social and Emotional Development, Language Communication and Emergent Literacy, Cognitive Development and General Knowledge</i>) according to the Florida Early Learning and Developmental Standards for Four-Year-Olds (2011)?	OEL-VPK-20 6M-8.602 The Florida Early Learning and Developmental Standards for Four-Year-Olds (2011) Lesson Plans Calendar/Schedules Interviews Observations				

CLASSROOM REVIEW

CLASS ID: _____

Total VPK Students: _____

Total other Students: _____

Objective	Source	Compliance			Comments
		Yes	No	NA	
Are the class schedule/instructional hours consistent with information provided on OEL-VPK-11B?	Hours approved on OEL-VPK-11B: _____ Observations				
Is the class size consistent with the requirements and Coalition records?	6M-8.400 Class size approved on OEL-VPK-11B: _____ Observations				
Is the instructor/student ratio consistent with requirements?	6M-8.400 65C-22.003(7), F.A.C. Ratio Observed: _____ Observations				
Lead: _____ <input type="checkbox"/> Listed on OEL-VPK-11A	OEL-VPK-11A Observations				
Are Lead Instructor Credentials current?	Credential: _____ Expiration Date: _____				
Is Lead Instructor Level 2 Background Screening current?	Expiration Date: _____				
Assistant: _____ <input type="checkbox"/> Listed on OEL-VPK-11A	OEL-VPK-11A Observations				
Are Assistant Instructor Credentials current?	Credential: _____ Expiration Date: _____				
Is Assistant Level 2 Background Screening current?	Expiration Date: _____				
<i>If Lead/Assistant teacher was absent during monitoring, please list Substitute.</i> Substitute: _____ <input type="checkbox"/> Listed on OEL-VPK-11A	OEL-VPK-11A Observations				

Are Substitute Instructor Credentials current?	Credentials: _____ Expiration Date: _____				
Is Substitute Level 2 Background Screening current?	Expiration Date: _____				
Is the substitute instructor assignment and time limitation consistent with requirements? (if applicable)	VPK Substitute Tracking Document				
Is the VPK Assessment administration and Assessment results documented in the Bright Beginnings system as required?	VPK Assessment Booklets Bright Beginnings Observations				

ATTENDANCE REVIEW

Identify the daily attendance tracking method used: <input type="checkbox"/> Sign-in/out Log <input type="checkbox"/> Electronic Tracking System	Identify the type of form used to submit VPK attendance for reimbursement. <input type="checkbox"/> OEL-VPK03S <input type="checkbox"/> OEL-VPK03L	Monthly Attendance Monitoring is completed by ELCB Reimbursement Department. ELCB Reimbursement Department provides a separate notification to the provider regarding any non-compliance issues.
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INSURANCE REVIEW

Objective	Source	Compliance			Comments
		Yes	No	NA	
Is the Worker's Compensation Insurance current?	OEL-VPK 20PP Expiration Date: _____				
Is the Reemployment Compensation Assistance (Unemployment Compensation) valid?	OEL-VPK 20PP				
Is the General Liability Insurance current?	OEL-VPK 20PP Expiration Date: _____				

RECORDS REVIEW

Objective	Source	Compliance			Comments
		Yes	No	NA	
Is access to the program records allowed as stipulated in the contract?	OEL-VPK-20 OEL-VPK-20PP/PS Observations				
Is the confidentiality of child and family information protected as required? Describe.	OEL-VPK-20 Observations				
Are VPK program records maintained as required? Documentation may include enrollment/attendance records for children, VPK student records, VPK instructor records, substitute instructor records, VPK Director records, or any other fiscal records for audit purposes for a period of five (5) years from the date of the last payment or until the resolution of any audit findings or any litigation related to their VPK contracts, whichever occur last.	OEL-VPK-20 Review at least one historical VPK program record dating back five (5) years from the date of the visit.				
Is form OEL-VPK 02 on file for all VPK children included in the sample?	OEL-VPK-20 OEL-VPK 02				

ADDITIONAL PROGRAM OBSERVATIONS

CORRECTIVE ACTION

Corrective Action Plan Required? Yes No

If yes, due date: _____

Submit to: _____ Phone: _____ Email: _____

Early Learning Coalition of Brevard, 1018 Florida Avenue Rockledge FL 32955. Fax: 321/637-1897

Area(s) of Non-Compliance requiring corrective action:

Note: Follow-up visit may be scheduled to review corrective action taken and/or provide technical assistance if needed.

Acknowledged by:

Provider Representative:	Signature:	Date:
Coalition Monitor:	Signature:	Date:

Administrative Review

Reviewer: _____ Title: _____ Date: _____