

ILLINOIS DEPARTMENT OF EARLY CHILDHOOD
Early Childhood Block Grant 3-5 Compliance Checklist
Preschool for All/Preschool for All Expansion
FY 27

Grantee Name:	RCDT:
Address:	Assessor:
Authorized Official:	Visit Date:
Grant Type:	

Please note: Documentation listed are examples of what can be provided to show compliance.

1) The staff-child ratio is one adult to 10 children with a maximum of 20 children being served in each session. The minimum number of children to be served in a Preschool for All (PFA) classroom is 15 when utilizing an inclusive model. Exceptions include Head Start and Illinois Department of Early Childhood (IDEC) licensing. Children with Individualized Education Programs (IEPs) in blended sessions are counted in the PFA enrollment. [23 Ill. Adm. Code 2050.30(a)(3) and (c)] and IDEC policy

Compliance	Documentation Examples	Notes
☐ *20 children per session maximum. ☐ *Staff to child ratio is met. ☐ A waiting list system is established when maximum number of children are enrolled.	• Current class list(s) noting PFA children (with and without IEPs) vs. non-PFA children, and total number needed for PFA full enrollment. • Class list (s) noting students being served remotely and students attending in-person. • Waiting list or a process for developing a waiting list.	

**ExceleRate 3B. Group Size and Staff/Child Ratio*

2) Children who are eligible for kindergarten (5 or older on September 1 of the program year) are not enrolled in the program. Each enrolled child has a file with all required documentation.

[105 ILCS 5/10-20.12]

[Student Records-105 ILCS 5/2-3-3.13a]

[Birth Certificate-325 ILCS 50/5) (from Ch. 23, par. 2285)]

[Behavior Support Plan - 23 Ill. Adm. Code 2050.320]

[Vision Screening-77 Ill. Adm. Code 685]

[Hearing Screening-77 Ill. Adm. Code 675] and IDEC policy]

[Immunizations-105 ILCS 5/27-8.1]

[Program Transition Plan - 23 Ill. Adm. Code 2050.330]

Compliance	Documentation Examples	Notes
☐ All children are age-eligible for the program. ☐ Complete file for each child containing all required documents: • Name, address, phone number • Birth certificates indicating age eligibility • Physical and immunization records • Vision and hearing screening results • Demographic and family information, including emergency contact information and names with contact information of anyone to whom the child can be released • Proof of family income • A behavior support plan, if applicable • A program transition plan, if applicable	• Complete file for each child containing all required documentation for compliance is available to the assessors. (May be electronic.) Homeless, foster, or immigrant children may not have complete files. • Proof of family income examples: • Pay stubs (two most recent, consecutive) • Proof of WIC benefit • Proof of SNAP benefit • Proof of TANF enrollment • Proof of SSI benefit • Proof the family receives CCAP • Tax return (most recent) • Wages and tax statement (most recent W-2) • Verification/letter from employer • Proof that parent/guardian is enrolled in Medicaid • A signed written statement from the family only if zero income is determined • Completed behavior support plan. • Completed program transition plan.	

3) Program meets requirements for homeless children. (Applies only to school districts.)

[23 Ill. Adm. Code 2050.7(k), 105 ILCS 45/ Education for Homeless Children Act, and McKinney–Vento Homeless Assistance Act (42 USC 11431 et. seq.) and Every Student Succeeds Act State Plan

Compliance	Documentation Examples	Notes
☐ Program has a written plan for homeless students that meets all of the following requirements: • Immediate school enrollment regardless of child's ability to produce records (e.g., previous academic records, health records, proof of residency, and/or birth certificate). • Attendance in the school of origin or school of residence. • Provision for transportation for homeless children. • Guidelines regarding dispute resolution. • Provision for services to homeless child that is comparable to services offered to non-homeless in the Local Education Agency (e.g., Special Education, Title 1, programs for students with limited English proficiency, before- and after-school programs). ☐ Not applicable. (Applies only to school districts.)	• Copy of written plan with all requirements for serving homeless students. (School district plan is acceptable.)	

4) Screening procedures include all required documentation.

[23 Ill. Adm. Code 2050.20(c)(6)(A-F)] and IDEC policy

Compliance	Documentation Examples	Notes
☐ <i>*Evidence of screening results and/or IEP.</i> ☐ <i>*Evidence that results are shared with parent/guardian.</i> ☐ <i>*Evidence that children identified with developmental concerns are referred for further evaluation.</i> ☐ Documentation of parent/guardian permission signatures. ☐ Evidence of parent/guardian interview and that interview was in parent's/guardian's home language. ☐ Evidence teachers have access to screening results.	Child files contain: • Screening results for each child. • Copy of parent/guardian interview. • Copy of exit interview form or description of exit interview process with parent/guardian. • Copy of referral.	

**ExceleRate 1D. Child Screening*

**5) The program uses a research-based screening instrument and activities that measure all aspects of the child’s development.
(Cannot be created by district.)**

[23 Ill. Adm. Code 2050.20(c)(6)(A-B)] and IDEC policy

Compliance	Documentation Examples	Notes
☐ <i>*A research-based screening instrument that includes the following areas is used:</i> • Cognitive Development • Social Skills • English Proficiency • Fine and Gross Motor Skills • Vocabulary • Visual-Motor Integration • Language and Speech Development	• Blank copy of developmental screening tool(s) used.	

**ExceleRate 1D. Child Screening*

6) The program has established weighted eligibility criteria and prioritizes children who are most at risk of academic failure to determine eligibility. Programs must include the following priority populations on the weighted eligibility checklist as they prioritize for enrollment: children with IEPs; children experiencing homelessness; Youth in Care; children with family income that is 50% below the federal poverty level; children whose parent or caregiver speaks a language other than English; children whose screening indicated delays in development, but do not have a current referral to special education.

[23 Ill. Adm. Code 2050.30 (a)(2), 2050.30 (b)(c) and 2050.20 (c)(4) and 2050.50(a)(1)(A-C)] and IDEC policy

Compliance	Documentation Examples	Notes
☐ Multiple risk factors used for program eligibility are weighted and are based on factors in the community. ☐ Enrollment is prioritized for children determined to be most at-risk. (Homeless, Youth in Care, etc. should receive first priority for enrollment.) ☐ Documentation of weighted risk factors are included in each child’s file. ☐ Eligibility criteria do not exclude children who are not toilet trained.	• Copy of weighted eligibility checklist. • Copy of scoring criteria used to prioritize enrollment. • Family income documentation, if used for eligibility. • Documentation of eligibility in each individual child’s file (weighted eligibility checklist).	

7) Program meets for a minimum of 2½ hours per day. If in-person hours are less than the minimum time due to early release days for professional development as indicated on the district calendar, programs must provide remote learning opportunities for the time students are not receiving in-person instruction. Program calendar includes at least 165 days of student attendance.

[23 Ill. Adm. Code 2050.20(c)(13) – as specified in Request for Proposals and IDEC policy]

Compliance	Documentation Examples	Notes
☐ A minimum of 165 days for student attendance are provided. Family conferences, home visits, or professional development are not counted as student attendance days. ☐ Class sessions meet at least 2½ hours per day, five days per week. If in-person hours/days are less than the minimum time, including early release days for professional development as indicated on the district calendar, programs must provide remote learning opportunities for the time students are not receiving in-person instruction. Programs must document remote learning activities by date of distribution that correlate with the calendar and daily lesson plan. (Note: If school district has regular weekly or monthly planning dismissal times that affect the PFA weekly class time, district must ensure weekly class time overall equals at least 12.5 hours per week.)	• Copy of program calendar. • Copy of daily schedule. • Documentation of remote learning activities.	

8) Child care centers have a current and valid license from the Illinois Department of Early Childhood.

(Applies only to child care centers.)

[23 Il. Adm. Code 2050.10(b)] and IDEC policy

Compliance	Documentation Examples	Notes
☐ IDEC license is current or pending, is valid, and posted in the center. ☐ Not applicable to school districts or license-exempt programs.	• Copy of current license or IDEC letter showing pending approval or proof of license-exempt status.	

9) Program has a mission statement based on shared beliefs developed cooperatively by parents/guardians, families, staff members, and community representatives.

[23 Ill. Adm. Code 2050.20(c)(2)(A)] and IDEC policy

Compliance	Documentation Examples	Notes
☐ Mission statement has been developed cooperatively and is on display.	• Copy of mission statement. (School district mission statement acceptable.)	

10) The program uses a research-based curriculum that aligns with the Illinois Early Learning and Development Standards.**Name of Curriculum** _____

[23 Ill. Adm. Code 2050.2(c)(3)(A-C)] and IDEC policy

Compliance	Documentation Examples	Notes
☐ <i>*Curriculum is research-based.</i> ☐ <i>*Curriculum aligns with the Illinois Early Learning and Development Standards (IELDS) and Early English Language Development Standards (when applicable).</i> ☐ <i>*Lesson plans and remote learning activities show connection with the benchmarks from the IELDS (acceptable to use key phrases from the IELDS benchmarks or objectives from the program's research-based curriculum that is aligned with the IELDS).</i> Programs must document remote learning activities by date of distribution that correlate with the calendar and daily lesson plan. ☐ Lesson plans designed to meet individual child's needs when in-person instruction has occurred (at minimum 25% of children per week, with individualization for all children in the class within each month). ☐ Use of worksheets is not evident as part of the curriculum or lesson plans.	• Copy of lesson plans. • Curriculum materials. • Proof of curriculum alignment with the IELDS and Early English Development Standards (when applicable). • Proof of lesson plan alignment with the IELDS or with the program's research-based curriculum that is aligned with the IELDS. • Program lesson plans are based on assessment data and designed to meet individual children's needs. • Documentation of remote learning activities.	

ExceleRate 1B. Curriculum*11) A nutritious snack and/or meal is available for children. If snack/meal cannot be served in classroom due to early dismissal, programs should ensure snack/meal is sent home with child.** [23 Ill. Adm. Code 2050.20(c)(13)(16)] and IDEC policy

Compliance	Documentation Examples	Notes
☐ Snack is offered daily for half day. A meal is offered in the case of a full day program for participating children. ☐ Snack is aligned with USDA Food and Nutrition Guidelines. ☐ Parent/guardian not required to provide or pay for a snack.	• Copy of snack/meal schedule. • Evidence of distributing meals.	

12) The program utilizes an appropriate research-based authentic assessment system that aligns with the curriculum and documents children's progress over time with measurable outcomes. Assessment data is collected when there is sufficient evidence of growth collected, whether in-person or remotely.

Name of Research-Based Authentic Assessment System: _____

[23 Ill. Adm. Code 2050.30(a)(1)(A-B) and 2050.20(c)(7)(11)] and IDEC policy

Compliance	Documentation Examples	Notes
☐ <i>*A research-based authentic assessment system that aligns with the curriculum is used to determine each child's education plan, if in-person instruction has occurred.</i> ☐ <i>*Portfolio collections measure progress over time OR program has a system in place to document how portfolio collections will measure progress over time if in-person instruction has occurred.</i> ☐ Assessment involves regular, ongoing observations that reflect children's involvement in typical daily classroom activities if in-person instruction has occurred. ☐ Portfolio collections reflect the IELDS or indicators from the program's research-based assessment tool that is aligned with the IELDS, if in-person instruction has occurred. <u>A portfolio for each child will contain:</u> ☐ A copy of the completed research-based assessment tool that measures progress over time with three reporting periods, if in-person instruction has occurred. ☐ Individualized collections that include an anecdotal note and may include work samples, photos, videos, or audio recordings that reflect the IELDS or indicators from the program's research-based assessment tool that is aligned with the IELDS. Portfolios reflect, at a minimum, two benchmarks from the language arts, math, social-emotional, science, social studies, physical, fine arts, and English Language Learners (if applicable) domains of the IELDS per reporting period, if in-person instruction has occurred. ☐ Narrative summary reports, based on assessment data collected, are used to share assessment information with parent/guardian, if in-person instruction has occurred.	• Evidence of authentic assessment system for review. • Portfolios for all enrolled children. • Documentation of a narrative summary report that is shared with parent/guardian. • Portfolio documentation reflecting the IELDS or indicators from the program's research-based assessment tool that is aligned with the IELDS. • Portfolio documentation reflecting progress over time or program has a system in place to document how portfolio collections will measure progress over time.	

**ExceleRate 1E. Child Assessment*

13) The program has a written plan with procedures for transitioning children to kindergarten. The program has a policy prohibiting expulsion and suspension. [23 Ill. Adm. Code 2050.30(a)(4)] [23 Ill. Adm. Code 2050.320]

Compliance	Documentation Examples	Notes
☐ <i>*A written plan that details procedures for transitioning children to kindergarten is shared with parent/guardian.</i> ☐ Program has a written policy prohibiting expulsion and suspension as outlined in 23 Ill. Adm. Code 2050.320 (a).	• A copy of kindergarten transition plan. • A copy of program policy prohibiting expulsion and suspension.	

**ExceleRate 2B. Transitions*

14) The program has a written plan that guides collaboration with other members of the early childhood community. [23 Ill. Adm. Code 2050.20(c)(8)] and IDEC policy

Compliance	Documentation Examples	Notes
☐ <i>*The program has a written plan, updated yearly, outlining collaboration with members of the local community that serve young children and families.</i> ☐ <i>*The program has a signed Memorandum of Understanding (MOU) with local Head Start.</i>	• A copy of written plan outlining the collaboration. • A copy of signed MOU with local Head Start.	

**ExceleRate 2A. Family & Community Engagement*

15) Classroom staff has required license and endorsement(s).

[23 Ill. Adm. Code 2050.20(c)(9)(A-F), 25.25, 25.100, 25.510 and 25.Appendix E] and IDEC policy

Compliance	Documentation Example	Notes
☐ *PFA teacher has current Professional Educator License (PEL) with an early childhood education endorsement or proper temporary approval (Public Act 100-0645). ☐ *Paraprofessional has documentation of paraprofessional educator license. ☐ *PFA/ECSE blended classroom teacher has current PEL with early childhood endorsement and early childhood special education approval unless itinerant services are provided per the IEP. ☐ *Not applicable. ☐ *English Learners in a full-time Transitional Bilingual Education (TBE) program are provided instruction in the native language and English by teachers who are properly licensed and hold the bilingual endorsement or the district has submitted the plan required under 23 ILCS 228.35 (c)3. ☐ *Not applicable. ☐ *English Learners in TBE program or Transitional Program of Instruction (TPI) are provided instruction in English as a second language (ESL) by teachers holding the ESL or English as a New Language endorsement or the district has submitted the plan required under 23 ILCS 228.35 (c)3. ☐ *Not applicable. ☐ Directors (or building principals) of preschool programs administered by school districts shall hold a PEL endorsed for principal or general administration. ☐ *Not applicable. ☐ Directors of child care centers shall have either a minimum of a baccalaureate degree in child development or early childhood education or the equivalent (i.e., baccalaureate in any discipline with a minimum of 24 semester hours of credit in child development; early childhood education; or early childhood special education, including relevant field experience) and a Gateways to Opportunity Level II or III Illinois Director Credential. ☐ *Not applicable. ☐ *Written Professional Development Plans for each teacher and paraprofessional.	• Copy of current PELs and applicable endorsement(s) or approvals/credentials (in ELIS). • Copy of paraprofessional approval document (in ELIS). • Copies of transcripts and credentials. Copies of written Professional Development Plans for each teacher and paraprofessional.	

*ExceleRate 1F. Inclusion of Children with Special Needs; 3A. Program Administration; 4A. Director Qualifications;

4B. Staff Qualifications; and 4C. Staff Development.

16) The program has developed and implemented a family education and involvement component.

[23 Ill. Adm. Code 2050.20 (c)(7)(A-E) and 2050.20(c)(16)] and IDEC policy

Compliance	Documentation Example	Notes
☐ <i>*Opportunities for family education and involvement are provided and documented.</i> ☐ <i>*Opportunities for ongoing two-way communication with parent/guardian.</i> ☐ <i>*Program does not charge families fees for field trips or registrations nor does program require that families purchase students' supplies or materials.</i>	• Documentation of parent/guardian education and involvement, including agendas and sign-in sheets. • Documentation of opportunities for ongoing two-way communication with parent/guardian.	

**ExceleRate 2A Family & Community Engagement*

17) The district administers a Home Language Survey to each student upon entering school for the first time. (Applies to all preschool programs that are administered by a public school district.)

[23 Ill. Adm. Code 228.15]

Compliance	Documentation Examples	Notes
☐ <i>*Completed Home Language Survey on file for each child signed by the parent/guardian. Home Language Survey includes the two questions referenced in Adm. Code 228.15(a)</i> ☐ <i>*Not applicable (Applies to all preschool programs that are administered by a public school district.)</i>	• Home Language Surveys in each child's file • Not a school district program - no documentation needed	

**ExceleRate 3D. Culturally and Linguistically Appropriate Practice*

18) The district screens the English language proficiency of each student identified through the Home Language Survey as having a language background other than English and uses the prescribed screening procedures identified by the preschool program to determine English language proficiency. (Applies to all preschool programs that are administered by a public school district.)

[23 Ill. Adm. Code 228.10 "Prescribed Screening Procedures" and 228.15 (e)]

Compliance	Documentation Examples	Notes
☐ <i>*District has documentation of screening procedures that align with the "prescribed screening procedures" in 23 Ill. Adm. Code 228.10.</i> ☐ <i>*Prescribed screening procedures have been used to assess English language proficiency for each student identified through the Home Language Survey as having a language background other than English or Home Language Surveys indicate no need for use of prescribed screening procedures.</i>	• Copy of prescribed screening procedures. • Screening results for English language proficiency are on file for each student identified through the Home Language Survey as having a language background other than English. • Home Language Surveys indicate no need for use of prescribed screening procedures.	

☐ <i>*Not applicable.</i> (Applies to all preschool programs that are administered by a public school district.)		
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**ExceleRate 3D. Culturally and Linguistically Appropriate Practice*

19) Program has an annual program assessment and continuous quality improvement plan.

[23.III.Adm. Code 2050.20(c)(10)(17) and 2050.70(b) (1-4) and 2050. Appendix B Program Goal III]

Compliance	Documentation Examples	Notes
☐ <i>*The program has an annual program assessment that informs both the individualized staff development plans and the program's annual continuous quality improvement plan.</i> ☐ <i>*The program has a written continuous quality improvement plan that is updated yearly on file.</i>	• Copy of annual program assessment. • Copy of annual program-created continuous quality improvement plan. A current updated IDEC (or ISBE) Continuous Quality Program Improvement Plan is acceptable.	

ExceleRate 3A. Program Administration; and 3C. Continuous Quality Improvement*20) Children with IEPs in the program receive support.**

[23 III Adm. Code 226.210 (a)(b)(c)]

Compliance	Documentation Examples	Notes
☐ Children with disabilities participate in a variety of activities with supplementary aids, services, and instructional strategies. ☐ Staff attend and participate in IEP meetings. ☐ Staff participate in professional development activities related to providing services to children with IEPs in the regular early childhood classroom. ☐ Special education supports and services are provided in the PFA classroom and embedded into the activities and routines of the day.	• Description of students with IEPs participating in a variety of activities. • Examples of supplementary aids, services, and instructional strategies. • Description of participation in IEP meetings. • Professional development activities related to providing services for students with IEPs in the general education environment.	

Notes:

Preschool for All Expansion
(#21-37 only apply to programs with a Preschool for All Expansion Grant)

Notes:

- Class session length requirements from Item 7 on page 5 are replaced in PFAE programs by the class session length requirements outlined in Item 21 below.

21) PFAE meets for the length of instructional time equivalent to that provided by the first grade teacher(s) in the local district, but no less than five hours. If in-person hours are less than the minimum time, due to early release days for professional development as indicated on the district calendar, programs must provide remote learning opportunities for the time students are not receiving in-person instruction.

Compliance	Documentation Examples	Notes
☐ Preschool for All Expansion class sessions meet for a full day equivalent in length to district-run first grade classrooms and not fewer than five hours per day.	• Copy of daily schedule indicating length of day for program. • Copy of documentation of length of day for local district first grade classrooms. • Documentation of remote learning.	

22) In addition to snack (Item 11 on page 6), a nutritious breakfast and lunch are offered to children. If meals cannot be served in classroom due to early dismissal, programs should ensure food is sent home with child.

Compliance	Documentation Examples	Notes
☐ Meals are aligned with USDA Food and Nutrition Guidelines. ☐ Families not required to provide or pay for a meal. ☐ Regular, age-appropriate, nutrition education for children and their families is provided.	• Copy of daily schedule indicating meal and snacks. • Copy of nutrition education curriculum and/or lesson plans. • Evidence of nutrition education provided to families. • Evidence of distributing meals.	

23) The Preschool for All Expansion program adheres to the weighted eligibility criteria established by the state to prioritize children who are most at risk of academic failure to determine eligibility.

Compliance	Documentation Examples	Notes
☐ Program has designed systems for enrolling children that adhere to the required weighted eligibility form, including scoring and placement guidance for staff. ☐ A minimum of 80% of enrolled children have at least two risk factors or one highest-priority selection factor according to the weighted eligibility form. ☐ Weighted eligibility form incorporates community-specific risk factors if determined to be necessary by program based on needs assessment. ☐ Program collects and reviews proof of family income to determine priority points.	• Copy of weighted eligibility checklist used by program, incorporating any community-specific risk factors • Copy of scoring criteria used to prioritize enrollment • Percentage of children above eligibility threshold and average point values. • Written procedures guiding eligibility determination • Child's file includes weighted eligibility form. • Child's file includes proof of family income aligned to priority points indicated on corresponding weighted eligibility form.	

24) The Preschool for All Expansion program intentionally implements a comprehensive recruitment strategy designed to identify and enroll the most at risk children and families.

Compliance	Documentation Examples	Notes
☐ Program has developed a comprehensive recruitment plan to identify and enroll the most at-risk families. ☐ Program engages in community outreach to identify, educate, and engage the most hard to reach families.	• Written recruitment plan including specific and actionable strategies and procedures for enrolling the most at risk children and families. • Program waiting list documenting priority placement of children based on need. • Evidence of comprehensive community outreach.	

25) The program provides universal and targeted supports for children’s positive behavior and social-emotional development.

Name of selected social-emotional model or curriculum: _____

Compliance	Documentation Examples	Notes
☐ Program has developed and implemented a plan to support teachers in addressing the social-emotional needs of children and managing challenging behaviors. ☐ Program has adopted a model for social emotional learning, such as the Pyramid Model developed by the Center for Social Emotional Foundations for Early Learning.	• Evidence of supports provided to teachers, including program-wide policies documenting plan, agendas and sign-in sheets from workshops, and training and availability of resources. • Documentation of selected social-emotional model.	

26) The program integrates physical activity appropriately into the curriculum.

Compliance	Documentation Examples	Notes
☐ Program schedule ensures 60 minutes of physical activity per day.	• Copy of daily schedule indicating specific time available for physical activity.	

27) The program actively partners with local Head Start, regional IDEC liaisons, McKinney-Vento homeless liaisons, food pantries, homeless shelters, libraries, museums, and other community institutions to provide a comprehensive spectrum of supports and opportunities to children and families.

Compliance	Documentation Examples	Notes
☐ The collaboration with the local Head Start grantee is an active collaboration with regular communication, coordination of services, and joint activities where possible. ☐ The program has an active partnership and regular communication with regional IDEC and McKinney-Vento liaisons to: • Provide services to enrolled homeless families and families involved in the child welfare system. • Develop and implement collaborative processes to identify and enroll homeless families and families involved in the child welfare system. ☐ The program maintains active linkages to community social service resources, including housing services; adult literacy and education programs; financial asset building services; domestic violence and substance abuse; and cultural resources, including libraries and museums, to: • Address identified family needs and enhance family well-being. • Provide at-risk children and families with opportunities to engage in cultural and social enrichment.	• Evidence of meetings, communication, and collaboration with the local Head Start grantee. • Copies of partnership agreements and/or agenda and sign-in sheets of meetings with at minimum three community partners. • Documentation of referral process to appropriate partners. • Evidence of opportunities provided to families as a result of the partnership.	

28) The program provides comprehensive services to support the development of the whole child, including in the areas of medical, dental, and mental health.

Compliance	Documentation Examples	Notes
☐ Program ensures that each child receives a dental screening. ☐ Program ensures that each child receives any necessary medical treatment or immunizations, as indicated by physical. ☐ Program offers mental health screening for each child. ☐ Mental health services are provided to children and families, including observations, consultation, and	• Evidence of up-to-date dental screening in child's file. • Evidence of health treatment or immunizations as indicated by physical exam. • Documentation of mental health assessment and referral for services if indicated by assessment.	

referral. Programs should contract or collaborate with a qualified mental health provider or consultant. ☐ Families are connected to a medical and dental home to ensure regular access to care and follow-up. ☐ Program facilitates referrals for care and services through a clearly defined referral process. ☐ Workshops and training are offered to families on a regular basis on topics related to child health, dental care, mental wellness, and healthy lifestyles.	• Copies of signed MOU with health, mental health, and dental partners specifying process for referral, goal of ensuring that children obtain medical and dental homes, and education opportunities available for families.	
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29) Teaching staff receive relevant and appropriate professional development to drive instructional quality.		
Compliance	Documentation Examples	Notes
☐ Each teacher and assistant teacher works with the instructional leader to develop an individual professional development plan that is connected to professional development and continuing education opportunities. ☐ Teaching staff salaries are comparable to local K-12 teaching staff salaries. ☐ Teaching staff members receive training annually on program's selected screening tools, curriculum, and assessment tool. ☐ The program's professional development plan addresses issues of language and cultural diversity within the program.	• Documentation of individual professional development plan and progress toward achieving plan goals. • Copy of salary schedule for local district K-12 instructional staff. • Evidence of instructional staff salaries in the Preschool for All Expansion program. • Evidence of teacher training on screening tool, curriculum, and assessment tool. • Evidence of professional development plan addressing issues of language and cultural diversity.	

30) A qualified instructional leader supports teacher development and instructional quality.		
Compliance	Documentation Examples	Notes
☐ Program employs at least one instructional leader (master teacher, curriculum coordinator, or education coordinator) with a bachelor's degree in child development or early childhood education and specific early childhood expertise and expertise in serving culturally and linguistically diverse children. ☐ Each instructional leader has a maximum caseload of ten classrooms.	• Job description for instructional leader demonstrating: • That the position allocates time equivalent to a minimum 10% of a full-time equivalent (FTE) position to each classroom (e.g., 2 classrooms = 20% FTE). • That the position is dedicated to	

☐ The primary responsibility of the instructional leader is to provide embedded professional development and implement a professional learning community focused on instructional excellence. ☐ Instructional leader develops, cultivates, and maintains a professional learning community across Preschool for All Expansion classroom instructional staff.	supporting instructional quality. • Copy of instructional leader's resume and credentials. • Evidence of implementation of a professional learning community. • Documentation of instructional staff participation in professional learning community and professional development.	
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31) Qualified family educators support parent engagement in program and lead family education and support efforts.

Compliance	Documentation Examples	Notes
☐ Program employs at least one family educator, with experience in child development, early childhood education, social work, or a related field required. ☐ Family educators demonstrate cultural and linguistic competence appropriate for the community to be served. ☐ Each family educator has a maximum caseload of 100 children. ☐ Family educators deliver comprehensive family engagement supports and services.	• Job description for family educator demonstrating core functions of supporting and engaging families and maximum caseload of 100 children. • Family educator resumes/credentials.	

32) The program provides comprehensive services to address the needs of families and help families set and achieve ambitious goals.

Compliance	Documentation Examples	Notes
☐ The program actively works with families to provide referrals, resources, and services that address the needs of families and conducts follow-up to ensure effectiveness of services. ☐ Family educator/family support staff maintain clear, written case notes that document family needs and goals, resources provided to address those needs/goals, and family progress. ☐ The program maintains a written plan detailing a clear strategy for providing comprehensive services and supporting families holistically.	• A copy of written plan detailing program's strategy for providing comprehensive services to families. • Written case notes detail specific supports provided to families by the program and chronicle family growth and progress toward meeting needs and achieving goals. • A copy of written plan that includes community services that will support families, such as income supports, food pantries, housing, social services, and other services relating to health/mental health, domestic violence, substance abuse, adult literacy, education and training, and financial asset building.	

33) The program engages families as leaders and maintains an active Parent Advisory Council that includes a diverse range of family perspectives.

Compliance	Documentation Examples	Notes
☐ Program notifies families of the opportunity to participate in a Parent Advisory Council and actively engages families through multiple methods of contact. ☐ Parent Advisory Council additionally includes classroom teachers, school- and center-level leadership, and community members. ☐ The council meets at minimum every two months at times and days that have been determined with input from parents. ☐ The Parent Advisory Council receives necessary programmatic information to understand and inform program policies/procedures and to make substantive suggestions or express concerns. ☐ Parent Advisory Council members will be connected to local collaborations and community groups. ☐ Families have opportunities to participate in a variety of leadership opportunities throughout the year.	• Parent Advisory Council membership list. • Copies of sign-in sheets, agendas, minutes, and documents provided to members for each meeting. • Parent Advisory Council meeting schedule. • Documentation of family leadership opportunities.	

34) Family education opportunities are designed to support families in meeting the needs of their children and achieving family goals.

Compliance	Documentation Examples	Notes
☐ Families receive regular opportunities to learn from experts in the areas of: • Child medical and dental health • Mental wellness • Family strengthening ☐ Families have an opportunity to provide input in the selection of workshop/training topics.	• Documentation of family workshops, including schedule, agenda, sign-in sheets, and flyer/advertisement to families. • Documentation of method used to solicit input from families in development of education offerings. • Families receive regular opportunities to learn from experts in the areas of child medical and dental health, mental wellness, and family strengthening.	

35) The program actively supports families in transitioning their child to kindergarten.

Compliance	Documentation Examples	Notes
☐ Families are educated about the kindergarten transition and engaged in collaboratively developing a transition plan for their child.	• Documentation of education and support provided to families during the transition process (sign-in sheets; agendas; case notes; and transition plans, including parent/guardian signatures).	

36) Program actively seeks out and enrolls children with special needs.

Compliance	Documentation Examples	Notes
☐ Children with special needs are enrolled in the program. ☐ The program articulates a clear strategy for targeting children with special needs for enrollment. ☐ The program maintains a clear written process for referral/assessment of children with suspected special needs and comprehensive support to families during the assessment process.	• Percentage of enrolled children with active IEPs. • Percentage of children in the referral/assessment process for special services. • Written plan detailing recruitment efforts to identify and enroll children with special needs. • Written plan for referral and assessment of children with suspected special needs and support to families.	

37) Services to children with IEPs are coordinated with local partners and integrated across the school day.

Compliance	Documentation Examples	Notes
☐ Services are coordinated with early intervention service providers under Part C and LEAs under Section 619 of Part B of IDEA. ☐ A written plan guides coordination and collaboration activity regarding services to children with special needs. ☐ Physical activity services take into account and accommodate children with special needs.	• Copy of plan for coordination with providers under Part C and LEAs under Section 619 of Part B of IDEA. • Evidence of active, collaborative partnership and regular engagement with local Child and Family Connections. • Description of accommodations in physical activity services for children with special needs.	

Notes:

